

INTERNSHIP ANNOUNCEMENT
Milwaukee Justice Center Interns – SPRING 2023

The Milwaukee Justice Center is seeking internship candidates for Spring Semester 2023. This year's Spring Internship will be conducted primarily in person at the Milwaukee County Courthouse with some limited opportunities for remote shifts during the week. We anticipate most interns will have a mix of remote and in person shifts. Training and supervision are provided in both formats. Internships are unpaid but may be completed for academic credit. Interns must to serve a minimum of two (2) shifts per week (about 6 hours), but may do more if desired. We generally cannot accommodate interns who need more than 12 internship hours per week. This is an excellent opportunity for students interested in pursuing social work, social justice, or legal careers. All majors are accepted, and no prior experience is required.

To apply, please submit a cover letter and resume to Atty Kyla Motz, Milwaukee Justice Center Legal Director, at kyla.motz@wicourts.gov.

Priority consideration will be given to applications received by 11:59 pm on Sunday, November 27, 2022. All applications to be considered must be received by 11:59 pm on Sunday, December 11, 2022.

We have a high volume of applicants, so we strongly encourage candidates to submit their applications by the priority deadline, when possible.

Position Summary:

Interns will interview self-represented individuals and assist them with completing legal forms. Interns will also explain filing procedures in the courthouse. Interns may also be called on to create written notes with any special directions, information, or referrals that their specific client needs. Some interns may also assist with intake and administrative operations where they will answer questions about available services, offer direction to referral resources, and assist clinic staff with the virtual and in person sign-in processes.

Responsibilities include:

- Interviewing clients and gathering information
- Identifying appropriate services and procedures
- Assisting clients with completing typewritten forms
- Explaining multi-step processes for filing documents in the Milwaukee County Circuit Court
- Writing directions and notes about the session for the client's reference
- Understanding the difference between legal advice and legal information
- Maintaining client and case information confidentiality
- Communicating with supervisors to ensure accurate process and information
- Other duties, as assigned

Well-qualified applicants will:

- Be in good academic standing; all class years (Freshman through Senior) and recent grads accepted
- Have strong written and oral communication skills
- Have strong interpersonal and customer service skills
- Be available for 2-3 shifts during the week. Tentatively, Spring Semester shifts will be at the following times:
 - 8:30am -12pm Mondays, Tuesdays, Wednesdays, and Fridays
 - 1:00pm-4pm Tuesdays, Wednesdays, and Thursdays
 - 4:30pm-7:30pm Thursdays
- Have general knowledge of word processing software, Zoom, internet usage, and database searches
- Be dependable and reliable
- Speak a second language proficiently (this is desired, but not required)