

INTERNSHIP ANNOUNCEMENT Milwaukee Justice Center Legal Interns – SPRING 2024

The Milwaukee Justice Center is seeking internship candidates for Spring Semester 2024.

- This internship is conducted in person at the Milwaukee County Courthouse during regular business hours.
- Training and supervision by Attorney Supervisors are provided. Internships are unpaid but may be completed for academic credit.
- Interns must serve a minimum of two (2) shifts per week (about 6-7 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 describing your interest and experience and a resume to
Attorney Mary Ferwerda, Milwaukee Justice Center Executive Director,
at mary.ferwerda@wicourts.gov.

**Priority consideration will be given to applications received
by 5:00pm on Friday, November 3, 2023.**

**All applications to be considered must be received by the extended
deadline of 5:00pm on Friday, November 17, 2023.**

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

See page 2 for Position Summary and Responsibilities

Milwaukee Justice Center Legal Intern – SPRING 2024

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 graduates 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 Mondays, Tuesdays, Wednesdays, and Thursdays
- Have general knowledge of Microsoft Word, Google Docs, internet usage, and database searches
- Be extremely reliable
- Speak a second language proficiently (this is desired, but not required)