

# INTERNSHIP ANNOUNCEMENT

**Milwaukee Justice Center Interns –Fall 2019**

The Milwaukee Justice Center is seeking internship candidates for Fall 2019. Training and supervision is provided. Internships are unpaid, but may be completed for academic credit. Interns are expected to serve a minimum of 6-10 hours per week, but may do more if they so desire. This is an excellent opportunity for students interested in pursuing a 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 Kyla Motz, Milwaukee Justice Center Legal Director, at kyla.motz@wicourts.gov. Only those whose applications are being considered will be contacted.

**Priority for Fall positions will be given to applications received by 11:59 pm on Friday, August 9, 2019. All applications to be considered must be received by 11:59 pm on Friday, August 30, 2019.**

**Position Summary**:

Interns will work one-on-one with self-represented individuals to assist with completing legal forms and describing filing procedures in the Courthouse. Some interns may also assist with intake operations where they will answer questions about available services, offer direction to referral resources, and assist clinic staff with the sign-in process.

Responsibilities include:

* Interviewing clients and gathering information
* Identifying appropriate services and procedures
* Assisting clients to complete typewritten forms
* Explaining multi-step processes for filing an action or motion in Milwaukee County Circuit Court
* 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) accepted
* Have strong written and oral communication skills
* Have strong interpersonal and customer service skills
* Be available for 2-3 shifts during the following times:
	+ 8:30am-12pm Monday through Friday
	+ 1:00pm-4pm Monday, Tuesday, Wednesday & Friday
	+ 1:30pm-4pm Thursday
* Have general knowledge of word processing software, internet usage, and database searches
* Be dependable and reliable
* Speak a second language proficiently (this is desired, but not required)

Interns who perform at a high service level will be offered additional opportunities for service, including learning more complicated forms and procedures or observing attorneys as they provide brief legal advice in the Marquette Volunteer Legal Clinics.

## About the Milwaukee Justice Center (“MJC”)

The Milwaukee Justice Center provides services to over 10,000 individuals per year who are representing themselves in their civil legal matter without the assistance of an attorney. The MJC offers self-help services through the Family Law Self-Help Desk, brief legal advice and referrals through the Marquette Volunteer Legal Clinics, dispute resolution through Parenting Conferences, and outreach of these services through the Mobile Legal Clinic. If the legal system is to be seen as equitable, impartial, and just, all people require access to information and advice that is relevant to their unique circumstances.