



15th Judicial Circuit Court (FL) Summer Judicial Internship

SALARY	\$0.00 Annually	LOCATION	Main - 205 N. Dixie Hwy West Palm Beach, FL
JOB TYPE	Intern	DEPARTMENT	Court Administration
OPENING DATE	01/08/2024	CLOSING DATE	2/20/2024 5:00 PM Eastern

SUMMARY

The Fifteenth Judicial Circuit is seeking undergraduate summer interns with an interest in attending law school to support the judiciary and assist with research, case management, trial support, and case file review. Interns will observe court hearings and trials, review cases, draft memoranda, and provide other types of administrative and legal support to the judge whom they are assigned. Students will also attend planned panels, seminars, and lunch & learns to gain knowledge of the court system. This position is based at Palm Beach County Main Courthouse and involves interacting with judges, judicial assistants, clerks, attorneys, law enforcement, courtroom security, witnesses and the general public.

MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

- Minimally must be a Junior or Senior pursuing a Bachelor's Degree.
- Have a strong academic record.
- Possess excellent research, writing and communication skills.

ADDITIONAL INFORMATION

APPLICATION MUST BE RECEIVED BEFORE 5:00 PM ON FEBRUARY 20, 2024

HOW TO APPLY:

Application package includes:

- Cover letter
- Resume
- Application
- College transcript (official or unofficial)
- Two names and phone numbers of work or school related references
- Writing sample (no more than 3 pages)

NOTICE:

Applications will be accepted January 8, 2024 through February 20, 2024. Incomplete applications will not be considered. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. The Fifteenth Circuit is an Equal Opportunity Employer and does not discriminate.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”

Agency

15th Judicial Circuit Court (FL)

Address

205 N. Dixie Highway

West Palm Beach, Florida, 33401

Website

<https://www.15thcircuit.com/>