



LFUCG Department of Social Services

Title: Court Social Services Intern

Salary: This is a non-paid position

Hours: Available 20-25 hours/week, Monday-Friday. Open during fall and spring and summer semesters.

Objective: The selected intern will assist with various court proceedings, assist with docket process and collection and filing of legal paperwork; assist with monitoring clients and writing a Dispositional Report upon completion of internship.

Duties:

- Attend court and collect and file paperwork
- Assist with home and school visits, drug testing, curfew verification, etc.
- Attend Dispositional Interviews and produce a report

Requirements:

- Open juniors, seniors and graduate students, with preference given to students majoring in social work, criminal justice or other related fields of study
- Excellent written and verbal communication skills
- Computer proficiency: MS Office, internet, etc.
- Ability remain collected in difficult situations
- Applicants must complete Department of Social Services application and submit to background checks

Application Instructions: Please submit Department of Social Services application, resume and cover letter indicating hours of availability and writing sample to Linda Taylor: lindat@lexingtonky.gov