



Internship Description

Work Site Name	Department/Position
City of Brighton	Municipal Court

Brief Overview of Internship
Interviews for this internship will be held virtually on Monday, September 15 This position provides general office assistance to court staff, probation officer, City Prosecutor and Judge. In addition, this position will also manage court files, assist in preparation of court dockets, and organize reports. This position must work well independently and with the staff, while providing excellent, respectful customer service.
Internship Tasks/Projects
• Locate court citations/files needed for pending court sessions, make copies as needed • Organize closed files and ensure accuracy of the folders • Keep inventory of court supplies and order as needed • Organize daily mailing incoming and outgoing • Assist in filing court documents • Creating reports
Internship Learning Goals (new skills/knowledge the intern will acquire)
• Working in a high-level professional environment • General clerical duties • Exposure to various legal career options

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
Michelle Ramos Email: mmamos@brightonco.gov Ph.: 303-655-2083 3401 E. Bromley Ln. Brighton, CO	Interns are required to attend an onboarding training on Feb. 9 from 10 a.m. to 1 p.m.
Physical requirements	Dress Code
Must be able to lift 20 lbs.	Business casual – no shorts or leggings
Occupational/Educational Requirements (skills, certifications needed)	Age/Grade Level of Intern
• General office knowledge • Understanding of Microsoft programs • Ability to type, file, and organize • Strong verbal written communication • Attention to detail	Junior or higher

