

Court Administration Departments and Intern Opportunities For College Credit ONLY: (does not include the Legal Department)

Finance and Accounting (available in Lake and Marion Counties only)

Fiscal Assistant-Intern: Description (for college credit only)

The sole purpose of each internship is for the benefit each individual student with gaining professional experience, and to develop the following skills:

- To forecast financial information
- To analyze various general ledger accounts
- To prepare monthly financial reports
- To participate in special projects

Qualifications:

- Minimum of 2 Business, or Accounting courses
 - Proficiency in PC environment, preferably in Windows, required
 - Familiarity with Word and Excel or Access is preferred
 - Must be an incoming Junior status or above
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Court Interpreting Intern: (available in Hernando, Lake and Marion Counties only)

Description: (for college credit only)

The sole purpose of each internship is for the benefit each individual student with gaining professional experience, and to develop the following skills:

- To gain professional legal experience with translating documents via the Judicial Branch's techniques and procedures.
- To use English and Spanish legal terminology including related medical terminology.
- To write and to speak in two source languages in an impartial, neutral, and confidential manner.
- To observe court interpreting services exchanges among parties via live in person, telephonic, or via video events.
- To understand the different modalities with interpreting services and the code of ethics involved with a court interpreter.

Court Interpreting Intern Cont.

Qualifications:

- Minimum of 2 Spoken Language courses
 - Proficiency in PC environment, preferably in Windows, required
 - Familiarity with Word
 - Must be an incoming Sophomore status or above
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Court Reporting-Intern: (available in Hernando, Lake and Marion Counties only)

Description (for college credit only)

The sole purpose of each internship is for the benefit each individual student with gaining professional experience, and to develop the following skills:

- To use legal terminology including related medical terminology.
- To communicate in an impartial, neutral, and confidential manner.
- To observe and reviews exchanges among parties via video events.
- To understand the different delivery of service modalities with court reporting services and the code of ethics involved with a digital court reporter.

Qualifications:

- Minimum of 2 Spoken Language courses
 - Proficiency in PC environment, preferably in Windows, required
 - Familiarity with Word
 - Must be an incoming Sophomore status or above
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Program Analyst-Intern: (available in Lake and Marion counties only)

Description: (for college credit only)

The sole purpose of each internship is for the benefit each individual student with gaining professional experience, and to develop the following skills:

- To compile and to review court data information
- To prepare research and statistical reports
- To analyzes data from various court programs

- To participates in special projects
- To projects, to track and to project data with court operations
- To organizes and to maintain court data sets

Qualifications:

- Proficiency in PC environment, preferably in Excel
- Must be an incoming Sophomore status or above