**Overview**

**TOOLS & TECHNOLOGY INTERN WILL USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids Training Resources

Photocopiers/scanners Facsimile

Multi-line phone

**SKILLS INTERN WILL PRACTICE**

Active Listening Critical Thinking

Reading Comprehension Time Management

Social Perceptiveness Writing

Monitoring Speaking

Complex Problem Solving Filing

**ABILITIES INTERN WILL PRACTICE**

Written Comprehension Deductive Reasoning

Oral Expression Written Expression

Speech Clarity Analytical Skills

**WORK ACTIVITIES**

Oral Expression

Oral Comprehension

Problem Sensitivity

Written Comprehension

Inductive reasoning

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

Performing Administrative Duties

* Judicial branch
* Municipal Court Structure
* Administrative Office Procedures
* Criminal Justice Career Avenues
  + Meet with the Court Administrator
  + Meet with a Municipal Court Judge
  + Meet with Human Resources Analyst
  + Observe Court including Specialty Courts,  
    Traffic Court and Criminal Courtrooms
* Citizen Complaints
* Personnel Processes

**Learning Objectives**

* Understand the role of the judicial branch
* Learn basic court processes and court organization
* Mastery of office equipment
* Learn business phone skills (multiple lines)
* Learn filing organizational skills
* Mastery of data entry and creating basic reports
* Understand the Alternate Judge processes
* Understand the Indigent Defense process
* Learn Citizen Complaint Response and Tracking Process

**MEASURES OF SUCCESSFUL ACHIEVEMENT**

* Teach back
* Intern Self Evaluation
* Preceptor Evaluation

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**WORK ACTIVITIES**

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Oral Comprehension

Problem Sensitivity

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Inductive reasoning

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Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

Performing Administrative Duties

* Case Management System (CMS)
* IS Reports
* Municipal Court IS SharePoint

**Learning Objectives (under supervision)**

* Understand CMS
* Learn IS Report Documentation
* Learn IS Report Classification
* Learn SharePoint Content Management
* Perform IS Report Documentation
* Perform IS Report Classification
* Perform SharePoint Content Management

**MEASURES OF SUCCESSFUL ACHIEVEMENT**

* Teach back
* Intern Self Evaluation
* Preceptor Evaluation

**TOOLS & TECHNOLOGY INTERN WILL USE**

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Computers Microsoft Excel

Case Management System

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**SKILLS INTERN WILL PRACTICE**

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Reading Comprehension Time Management

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**ABILITIES INTERN WILL PRACTICE**

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Written Comprehension

Inductive reasoning

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

**Overview**

* Judicial branch
* Municipal Court Structure
* Court Sessions

**Learning Objectives**

* Research Process
* Filing and Archiving
* Customer Service
* Court Process

**MEASURES OF SUCCESSFUL ACHIEVEMENT**

* Intern Self Evaluation
* Preceptor Evaluation

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Social Perceptiveness Writing

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Complex Problem Solving

**ABILITIES INTERN WILL PRACTICE**

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**WORK ACTIVITIES**

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Oral Comprehension

Problem Sensitivity

Written Comprehension

Inductive reasoning

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

* Judicial branch
* Municipal Court Structure
* Court Sessions and Program Non-Compliance

**Learning Objectives**

* Community Service Program
* Work Program
* Court Process
* Court Reports
* Customer Service

**MEASURES OF SUCCESSFUL ACHIEVEMENT**

* Intern Self Evaluation
* Preceptor Evaluation