

MAHONING COUNTY PROSECUTOR'S OFFICE

INTERN JOB DESCRIPTION

Position: Criminal Division Intern; County Courts

Location: Boardman, Canfield and Austintown County Courts **Duration:** Spring Semester

Schedule: 15-20 hours/week, flexible between 8-4:30, M-F) **Reviews:** Mid-point and Final

Driver's License Required: No **Car Required:** No

Supervisor: Anthony Carbone, Assistant Prosecutor; Ralph Rivera, Chief of Criminal Division

Work Environment: Office, local travel between county courts; No exposure to hazardous conditions

Learning Outcomes: By the end of the internship, the student will be able to:

- 1) Demonstrate a strong understanding and familiarity with the County Court system as governed by the Ohio Rules of Criminal Procedure and the Ohio Revised Code.
- 2) Understand the communication needed between assistant county prosecuting attorneys, law enforcement officers, court staff, and Clerk's Office Staff as a case progresses.
- 3) Engage responsibly and sensitively to first-level inquiries of individual parties involved in cases.
- 4) Apply the relevant case research to complaints revised by the assistant prosecuting attorneys.

The intern's performance will be reviewed (at mid-point and end of internship) based upon the above learning outcomes and basic work skills (i.e. attendance, professionalism, communication, follow-through, accuracy, etc.).

Job Duties:

- 1) Attend meetings with prosecutorial staff and law enforcement officers.
- 2) Review cases occurring on the county court docket.
- 3) Review current legal issues, researching relevant case matters.
- 4) Communicate with victim witness coordinator and paralegal pending cases.
- 5) Assist in hearings and judicial events.
- 6) Perform general clerical work and other related duties, as assigned.

Qualifications:

Pursuing a bachelor's degree.

A strong interest in government service and/or community issues at the local and regional level.

Strong writing skills.

Prefer some experience working in an office environment, with the public, or in a customer service role.

Computer Skills: MS Word, Excel, and PowerPoint preferred.

Background Check Required