

MAHONING COUNTY PROSECUTOR'S OFFICE

INTERN JOB DESCRIPTION

Position: Juvenile Division Intern

Location: 300 E Scott Street, Youngstown, OH 44505

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: Anissa Modarelli, Assistant Prosecutor

Work Environment: Office, Some local travel for meetings, 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 Juvenile Court system as governed by the Ohio Rules of Juvenile Procedure and the Ohio Revised Code.
- 2) Understand the communication needed between assistant prosecuting attorneys, law enforcement officers, and Juvenile Court 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 juvenile court staff.
- 2) Review cases occurring on the juvenile court docket.
- 3) Review current legal issues, researching relevant case matters.
- 4) Communicate with detectives and officers regarding 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