

SEATTLE MUNICIPAL COURT

<http://www.seattle.gov/courts/>

Application Deadline: Wednesday November 14, 2018 @ 4:00pm

The Seattle Municipal Court (SMC) is the largest misdemeanor court in the state of Washington and has long considered itself the peoples' court. Through a Community Involved Justice model, the Court strives to make the justice system more effective by re-establishing links between criminal justice service providers and the communities they serve. Community Involved Justice initiatives ultimately seek to transform the way people think about crime - not just as cases to be processed but as problems to be resolved and relationships to be developed and maintained.

Working with defendants, observing court proceedings, and networking with court staff will give students an understanding of misdemeanor probation, an introduction to multiple career paths within the criminal justice system, and offer student interns a better understanding of how the criminal justice system actually operates.

The Seattle Municipal Court internships are unpaid. This year, the Department of Sociology will be able to place between 8 and 10 student interns at Seattle Municipal Court.

Desired qualifications

The Seattle Municipal Court internship is best suited for students wanting to learn more about the criminal justice system and how it intersects with issues of mental health, chemical dependency, and domestic violence, as well as how race, class, and gender issues impact clients in the legal system.

Students must be very detail oriented, able to work with diverse populations, able to focus for long periods of time, have good oral and written communication skills, able to follow policy, use discretion, and maintain confidentiality. The Seattle Municipal Court internship requires diligence and responsibility; students who are proactive and willing to take advantage of the opportunities presented will find the internship to be especially rewarding.

Intern responsibilities

Seattle Municipal Court interns volunteer as Court Case Aides for a minimum of 8 hours a week (4 hour shifts twice a week) during winter and spring quarters.

Student interns at the Seattle Municipal Court work primarily in the Probation Department. The case aides have face-to-face contact with defendants from diverse backgrounds,

correspond with community treatment agencies, research and archive paperwork and files, enter client data into the offender database, assist in monitoring clients, check criminal records, process mail, answer multi-line phones, create and maintain files, and work on special projects. Some student interns have worked in the Court Resource Center – a dedicated resource physically operating in the Seattle Justice Center to connect offenders with critical social services including food assistance, healthcare, substance dependency services, emergency and permanent housing, mental health counseling, and job readiness.

Important things to know:

- The Seattle Municipal Court internship position is a two-quarter commitment for winter and spring quarters. Students who are offered an internship position must also take SOC 404 (T 11:30-1:20pm), a weekly two-hour seminar, in winter quarter. Sociology Advising will register student interns for the class. In spring quarter students earn academic credit through enrolling in SOC 399 while completing the second quarter of their internship.
- Student interns will work at the Seattle Justice Center in downtown Seattle at 600 Fifth Ave, Seattle 98104.
- Interns provide their own transportation to and from court.
- To participate, applicants must be current UW-Seattle students and U.S. citizens. Priority will be given to Sociology majors but students from other majors are welcome to apply.
- Applicants will undergo a background check. Students with criminal records are not eligible to apply.
- As part of the application process, students will have an initial interview with Susanna Hansson in the Sociology Advising office. Finalists for the positions will then interview with the Seattle Municipal Court Volunteer Coordinator before their internship can be finalized. All interview times will be set up with students via email.
- The complete applications of students who become finalists for an internship position are shared with staff at the internship location.

Schedule:

- Interns who are selected must attend a Seattle Municipal Court orientation. This will be scheduled within 2 weeks of the internship start date.

- The weekly commitment is **at least** 8 hours a week (two 4-hour shifts per week) during both winter and spring quarters.
- Interns will fill the following shifts (4 hour blocks) on any two weekdays. Shift times are not negotiable.
 - Typical daily shifts are from:
 - 8:00am – 12:00pm
 - 9:00am – 1:00pm
 - 12:00pm – 4:00pm

Application Cover Sheet for Sociology Department Internship at Seattle Municipal Court

Applications are due at 4:00pm on Wednesday, November 14, 2018

1. In addition to completing this cover page, please include the following (in the order listed):
2. A cover letter (see below)
3. A copy of your resume
4. An unofficial copy of your UW transcript.

Cover letter*: In 1-2 double-spaced pages describe your interests and qualifications and how they make you a good fit for this internship, as well as how you believe the internship will help further your intellectual and career goals. In your statement, please mention any skills, experience or knowledge that you feel matches the qualifications for this position. If you are proficient in languages other than English, make sure to indicate that on your resume. Please confirm in your cover letter that you commit to interning for two consecutive quarters and that you can meet the specific shift requirements and/or trainings that this internship requires.

Drop off a hard copy of your application by **4:00pm** on Monday November 13, 2017 in the Sociology Advising Office, Savery Hall 203. In addition, please scan your application (single sided in the order listed above) and email it as a PDF to Susanna Hansson at susanna@uw.edu by the same deadline.

NOTE: We will be contacting student applicants via email on November 15th to set up times for initial interviews.

Please complete the information below before you print out this cover sheet.

STUDENT INFORMATION

Student Name _____ Student Number _____

Major _____ Class Standing Win 18 _____

UW email _____ Phone _____

LinkedIn profile url _____

Students may apply for up to two internship positions. However, a targeted, carefully considered application for one position is often stronger than more generic applications for multiple positions. If this describes you: *"I don't care where I intern, I just want an internship; any internship,"* you risk coming across as desperate rather than as a thoughtful applicant who has given a great deal of consideration to the kind of organization and type of work you would like to be involved in. If you wish to apply for more than one position, please complete a separate application as well as a position-specific cover letter and resume for the second internship position.

**The Career Center in MGH 134 offers an online workshop
on writing cover letters on Monday 11/5, 2:30-3:00*

Questions? Email susanna@uw.edu

Updated 10/26/18