

# SUPERIOR COURT OF CALIFORNIA SAN BENITO COUNTY

An Equal Opportunity Employer



## EMPLOYMENT OPPORTUNITY

### STUDENT INTERN

Step A: \$15.00 per hour

Step F: \$19.14 Per hour

Unrepresented and At-will extra help/temporary position  
with no benefits

**DEADLINE TO APPLY:**

**5:00 p.m.**

**Friday, May 20, 2022**

#### RECRUITMENT

The Superior Court of San Benito County is seeking dynamic energetic and motivated applicants for the position of Student Intern. Under immediate supervision, a Student Worker assists in a variety of duties in support of Court staff and Court Operations, ranging from providing general clerical support, assists in the planning, organization, coordination and implementation of the program or project as assigned. To provide technical input towards accomplishing project goals as requested. May be required to perform other duties as assigned.

#### QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Current enrollment in an accredited college or university. If not currently attending college/university, must be hired/assigned for the purposes of obtaining the skills necessary to meet the qualifications of a professional position.

Knowledge of Basic math skills, modern office methods and technology, including the use of a personal computer and related software, such as word processing, spreadsheets, databases, case management systems and scheduling programs.

Ability to communicate clearly and concisely, both orally and in writing. Understand, follow and give written and oral instructions. Complete all duties as assigned timely and accurately. Establish and maintain, and foster positive and effective working relationships with those contacted in the course of work. Learn and perform a variety of administrative, office and general support work with minimal guidance and supervision.

#### APPLICATION PROCESS

To be considered for this position, the following documents are required to be submitted: A resume, cover letter and answers to the Supplemental Questions below. The application documentation can be submitted by any of the following ways:

- 1) In person at the San Benito County Superior Court, M-F 8 am to 5 pm, 450 Fourth Street, Hollister, CA
- 2) Email to HR at [admin@sanbenito.courts.ca.gov](mailto:admin@sanbenito.courts.ca.gov). Please also note that candidates determined to meet the minimum qualifications may be asked to participate in an oral interview. A detailed background and reference check will be conducted on all successful applicants.

More information can be obtained at the court address listed above or at the San Benito County Superior Court website: [www.sanbenito.courts.ca.gov](http://www.sanbenito.courts.ca.gov).

#### SUPPLEMENTAL QUESTIONS:

Please provide a response to the following questions on a separate piece of paper.

1. Why does this position interest you?
2. How do you plan to make an impact during your internship?
3. What do you expect to gain from this internship and what are your work expectations?
4. What are your plans after completing this internship and graduating from school?
5. Provide an example where you had to take the lead in a group setting to overcome an obstacle.