

Undergraduate Intern Position Descriptions

Public Defender Investigator Intern

Wage: Base rate starts at \$21.27/hr, scaling higher based on experience

Summary: Working with the region's Public Defender Investigator, the interns will help provide investigative support for staff trial attorneys in assigned cases in a professional manner.

Description of duties: The interns will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. The interns will plan and help conduct investigations including interacting with clients, filing, and working on electronic discovery. These internship positions involve extensive local travel, which requires possession of, or eligibility to possess a valid Wisconsin driver's license. Limited internships available.

Knowledge, Skills and Abilities:

1. Possession of, or eligibility to obtain a valid Wisconsin Driver's License
2. Ability to maintain confidentiality
3. Some knowledge of criminal, juvenile or mental health justice systems
4. Ability to use a computer and conduct internet research
5. Ability to communicate and work effectively with people from diverse backgrounds

Paralegal Intern

Wage: Base rate starts at \$21.27/hr, scaling higher based on experience

Summary: Working with the region's paralegal, the interns will help provide support for staff trial attorneys in assigned cases in a professional manner.

Description of duties: Assist the paralegals with professional support, work independently on projects, investigate cases, and prepare legal documents. Work will also include working on motions, helping conduct intake, and interacting with clients. The person hired will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. Limited internships available.

Knowledge, Skills and Abilities:

1. Ability to maintain confidentiality
2. Ability to organize voluminous files, data and records
3. Strong attention to detail
4. Ability to communicate and work effectively with people from diverse backgrounds

Client Services Specialist Intern

Wage: Base rate starts at \$21.27/hr, scaling higher based on experience

Summary: Working with the region's Client Services Specialist, the interns will help gather information and provide facts to develop treatment proposals and sentencing alternatives.

Description of duties: The interns will be responsible for providing written and verbal reports. Most positions require extensive field work, including client home visits. Work will include attending client meetings, These internship positions typically involve extensive local travel, which requires possession of, or eligibility to possess a valid Wisconsin driver's license. Limited internships available.

Knowledge, Skills and Abilities:

1. Possession of, or eligibility to obtain a valid Wisconsin Driver's License
2. Ability to maintain confidentiality
3. Some knowledge of interviewing methods and gathering information from people of all ages and backgrounds
4. Ability to use a computer and conduct internet research
5. Ability to communicate and work effectively with people from diverse backgrounds (e.g., mental health, addiction, poverty, criminal background, etc.)