

OPERATION CLEANUP INTERNSHIP

Description

The Troup County Solicitor's Office, located at 100 Ridley Avenue, LaGrange, Georgia, is looking for a qualified intern to join our team for 200 hours between May and September 2022. The Solicitor's Office handles State Court misdemeanor and traffic cases and serve to protect all citizens of Troup County.

The focus of this internship is to assist attorneys and legal assistants with cleaning up a backlog of legal cases due to COVID19 pandemic delays.

Pay Rate

\$12 per hour (200 hours) – Funded by ACCG Civic Affairs Foundation Grant

Responsibilities

- Assists with the drafting of legal documents and pleadings subject to the review of the Solicitor-General or Assistant Solicitor General
- Prepares discovery for cases and requests reports from law enforcement agencies
- Provides referrals to community
- Obtains full and complete victim statements; obtains medical releases
- Prepares files for hearings, trials and other functions of the court; maintains related files and records
- Enters case information and all supplemental records into computerized databases
- Performs all other related duties as assigned

Requirements

The Troup County Solicitor's Office is looking for an undergraduate or graduate student with some advanced knowledge in criminal justice, legal process, court systems, or law enforcement. This person should have an excellent verbal written communication skills with some knowledge concerning the law and/or legal processes. Experience working in the legal field will be given much weight when choosing a candidate for this internship position.

Majors

Criminal Justice, Legal Services, Paralegal, Law, Law Enforcement and other relevant fields.

Applying for this internship

Employment applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov