

Benchmark Job Title	Information Technology Student Intern	CL-21
Occupational Group	Operational Court Support	

Job Summary
This is an entry level, when actually employed position located in the Clerk’s Office. The student intern will be provided a meaningful employment experience by assisting the technical lead in implementing a quality control system utilizing machine learning algorithms. Work is performed under direct supervision.

- Representative Duties**
- Assist technical lead with configuration, testing, and deployment of software in a Linux environment.
 - Assist technical lead with the deployment of virtual machines using CentOS.
 - Assist technical lead with the implementation of existing analytic engines utilizing Java, SpringBoot WebServices with Swagger UI.
 - Research software implementation issues with direct guidance from the supervisor.
 - Assist in developing monitoring and notification scripts.
 - Create documents related to the quality control system with assistance from the technical lead.
 - Perform related duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Information Technology and Automation

- Basic familiarity with a Linux environment using Java and various open source tools.
- General understanding of virtualization, docker builds, GitHub, programming, and database knowledge.
- Skill in organizing own work.
- General familiarity with hardware and software programs.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to interface with technical personnel to discuss technical issues pertaining to the quality control system, with supervisor assistance as necessary.
- Ability to communicate technical information effectively (orally and in writing) to supervisors in a manner they can understand, with supervisor assistance as necessary.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, standard rules, and procedures.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to assist the technical lead in implementing a quality control system. The scope of work for the Information Technology Student Intern is limited to the quality control project. All work is performed under the direction of the Chief Deputy Clerk. IT Student Interns are customer-service oriented with users, as well as with other members of the court with which they may have contact.

Factor 3 – Complexity and Decision Making

The tasks performed are specific and are at the direction of the Chief Deputy Clerk or IT supervisor who would make final decisions. Standard procedures or work policies are defined for the technician. Decisions are based on well-defined policies, standards, and procedures, and unusual circumstances are referred to the Chief Deputy Clerk or IT supervisor.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are the Chief Deputy Clerk, IT supervisor, and IT staff.

Factor 4B – Interactions with External Contacts

There are no anticipated primary external contacts the student intern would have contact with unless at the direction of the Chief Deputy Clerk or IT Supervisor.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting.