



**COUNTY OF SONOMA
INVITES APPLICATIONS FOR THE POSITION OF:**

**INTERN - Case Management Research
Assistant**

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 12/14/11

CLOSING DATE: Continuous

THE POSITION

This is an exciting opportunity for a student interested in learning about child support research and investigation in a real work environment!

The Department of Child Support Services (DCSS) is seeking a Case Management Research Assistant Intern to participate in a proposed Special Locate/Collections Project.

The Sonoma County Department of Child Support Services works with parents and legal guardians to establish paternity and ensure children and families receive court-ordered financial and medical support. The intern assigned to this project will use the internet and other resources to locate case participants to establish a case and court order or to research to assist in collection efforts for non-paying parents.

This opportunity would benefit a student seeking a career in criminal justice, law enforcement, investigations, or case management, as they will gain research and investigation skills used in locating individuals and gathering facts needed to reach judgments in cases.

Note: This is an unpaid internship position, affording a student excellent hands-on, direct relevant work experience, as well as possible school credit. You must be enrolled at an accredited college or university to qualify for this position.

The ideal intern will be a self-starter with strong organizational skills and aptitude for research

and report writing, computer literacy, ability to navigate the internet, strong oral communication skills, and sound analytical skills. In addition, the ideal intern will have taken some courses in Administration of Justice related to investigative techniques.

The Department is seeking an intern that is flexible and available at least 10 hours per week, for 6 months or longer.

If selected, students must show proof of student status and course of study by one of the following:

- Course registration material
- Certificate of Postgraduate Program requirements
- Internship registration
- Transcript

EMPLOYMENT

Interns are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation and sick leave; participation in the County retirement program; or eligibility to take promotional examinations. Paid interns may meet the eligibility requirements (generally worked 11 consecutive pay periods with a minimum of 440 hours and are scheduled at least 40 hours per pay period) to qualify for a County contribution toward medical coverage. Dependent coverage may also be available at employee's cost. Interns may not work in excess of 1560 hours in a twelve month period.

MINIMUM QUALIFICATIONS

Education: Current enrollment in a full-time or part-time academic or vocational curriculum at an accredited college or university.

Experience: None required.

License: Possession of a valid driver's license at the appropriate level including necessary endorsements may be required to perform the essential functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of and ability to work with MS Office Suite, as well as other related software applications. Aptitude and willingness to learn to operate other child support programs and systems.

Ability to communicate with managers, staff, and customers.

SELECTION PROCEDURE

Applications and supplemental questionnaires will be reviewed to ensure candidates meet the minimum requirements for the position. Candidates possessing these requirements will be referred to the department for further consideration. The hiring department will contact candidates who appear to best meet the requirements and needs of the position and take further steps in making a selection for the internship.

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- Certificate of Postgraduate Program requirements
- Internship registration
- Transcript
- Employment

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Background Information:

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release

forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, may be required prior to employment.

How to Apply:

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

HR Intern Coordinator: SL

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #11/12-0825-CMI

INTERN - CASE MANAGEMENT RESEARCH ASSISTANT

SL

INTERN - Case Management Research Assistant Supplemental Questionnaire

* 1. Please describe your current academic status and include the following information:

- Name of the school, college, university, or institution you attend
- Name of your Major, 2nd Major, Minor, and/or Concentration
- The level or year you are in your program of study
- Expected date of graduation/completion date
- Any degrees you previously earned

* 2. Please describe any experience you may have that prepares you for this internship. If you do not have experience, please state "N/A."

* 3. Please describe your experience and skills with researching, using the internet and other tools.

* Required Question