



**THOMAS J. DART
SHERIFF**

**SHERIFF'S OFFICE COOK COUNTY
PERSONNEL DEPARTMENT**

NOTICE OF INTERNSHIP OPPORTUNITY

Job Title	Intern / Executive Office of Cook County Department of Corrections
Summary	Seeking college student to work closely with the Sheriff's Cook County Department of Corrections, Office of the Executive Director. Office duties include answering and screening phone calls and perform a wide variety of duties under immediate supervision. The intern will learn the day-to-day functions and operations of the Cook County Department of Corrections by assisting the staff with the efficient and productive management of the office. The intern will attain valuable experience regarding the challenges of maintaining the safety of the detainees and the employees in the largest single site correctional institution in our country. The intern will attend meetings where criminal justice and correctional policy decisions are made and where the Sheriff's policies regarding all Sheriff's Office matters are implemented.
Minimum Qualifications	(1.) Must be at least 18 years of age on or before the first day of the internship; and (2.) Must be enrolled in or have recently graduated from an undergraduate or graduate program. <i>Application Deadline: September 3, 2010.</i> <i>Documentation Deadline: A copy of your Driver's License and proof of current enrollment or transcripts/degree from an accredited college or university must be submitted to the Department of Personnel by September 10, 2010.</i>
Preferred Qualifications	Solid writing skills, and proficiency with Microsoft Word and Excel.
Compensation	School Credit Available
Location of Position	Executive Office, Division 5 2700 S. California Ave., Chicago

Duties	Duties will include, but are not limited to, answering the phone, screening calls, checking voicemail and taking messages, maintaining the copier, the shredder, and the office supplies, organizing mail and faxes, filing. Duties will also include attending meetings with the Executive Director of the Department of Corrections, the First Assistant Executive Director, and other Department of Corrections personnel, with the purpose of providing assistance to the Director and First Assistant Director, as needed, and of attaining a more comprehensive understanding of the inner workings of the Department of Corrections.
Requirements	Hours and days are flexible, but the internship requires a commitment of at least 10 – 20 hours per week, and will continue through the school year.
Application Period	August 20, 2010 – September 3, 2010

If interested in this position, please obtain an APPLICATION from the Cook County Sheriff’s website www.cookcountysheriff.org or the Sheriff’s Office of Personnel located at:

*Richard J. Daley Center
50 West Washington, Room 702
Chicago, IL 60602
(312) 603-4521*

*Office Hours: Monday through Friday
8:30 a.m. to 4:30 p.m.*

Please complete the application and submit it to the Office of Personnel in person or by certified mail or overnight courier. All applications must be received by Personnel no later than the close of business on the last day of the application, August 20, 2010. Please note that any documents listed in the Minimum Qualifications section should be provided to the Office of Personnel by September 3, 2010.

**The Cook County Sheriff’s Office is an Equal Opportunity Employer.
The Cook County Sheriff’s Office prohibits all Unlawful Discrimination in all Employment Actions.**

*Rosemarie M. Nolan, Director
Office of Personnel
Posting Number: 10-16*

*Salvador Godinez, Executive Director
Date: August 20, 2010*