



FULTON COUNTY CLERK OF SUPERIOR COURT

JUNIOR DEPUTY CLERK SUMMER PROGRAM INFORMATION SHEET

The Office of the Honorable Cathelene “Tina” Robinson is pleased to announce the 2012 Jr. Deputy Clerk Internship Program. The Clerk of Superior Court (COSC) is the official record keeper and fiduciary agent for Fulton County. The Office, comprised of more than 200 employees, serves over 816,000 citizens in one of the largest counties in the nation. The COSC also supports more than 36 judges and commissioners. The functions of the Clerk of Superior Court satisfy over 250 state statutes and court rules. The Office’s responsibilities are to:

- Provide public access to records filed in the Superior Court in Fulton County;
- Attend each Superior Court session to record the actions of the court;
- Serve as the official record keeper of any Superior Court action in civil, adoption, criminal, and real estate matters;
- Collect and disburse court-ordered fees, fines, and victim restitution;
- Receive, distribute, and preserve official court documents;
- Store exhibits for court cases;
- Issue and record name changes;
- Process passport applications.

As part of our service to the citizens of Fulton County, the Clerk of Superior Court has instituted the 2012 Jr. Deputy Clerk Summer Program. It is designed to expose high-school students to careers in local government.

Summer Positions Available: Non-paid internship opportunities are available in five departmental areas – Fiscal, Information Technology, Real Estate, Court Services and Human Resources. The Summer Program will include a rotation throughout all departments in order to give a global perspective of various positions and functions.

Eligibility: A candidate must be a rising 10 – 12 high school student and must provide 2 letters of recommendation from a teacher, school administrator or officer of a community, social or faith-based organization.

General Information: Interns receive hands on experience, interviewing skills, life skills training and career development to help prepare them for the workforce. Students are expected to work 30 hours a week during a 6 week period. The program does not provide wages but will serve as part of the Community Service criteria required for high school students. All students are subject to the applicable COSC employee rules, policies and procedures. The program will be held from June 18th – July 27th.

Application Deadlines & Procedures: Applications must be returned to the Clerk of Superior Court no later than May 25, 2012. Candidates must complete the following:

- Application [Signed and Dated by Student and Parent(s)]
- Questionnaire
- Letters of Recommendation
- Confidentiality Form