

Internship Announcement

*San Joaquin County Public Defender
Public Service Legal Intern*

Department: San Joaquin County HR-Staff Development

Project Focus: Summer Criminal/Indigent Defense Trial Experience

Summary:

The San Joaquin County Public Defender's office is seeking an energetic, responsible, creative individual to participate in a six-week summer internship program for high school students interested in law, criminal justice, and public service. This internship provides a unique opportunity to gain insight into the workings of the criminal justice system and the role of the Public Defender's office in protecting the constitutional rights and stability of all individuals, regardless of income or circumstance.

Intern Responsibilities:

- Assist with basic administrative duties such as filing, organizing case files, and data entry
- Observe court proceedings and legal meetings as appropriate
- Conduct legal and factual research under supervision
- Assist staff with special projects, reports, and presentations
- Support public outreach and community engagement efforts
- Perform other duties as assigned by supervising attorneys or staff

Requirements & Qualifications:

- High school student (rising junior or senior preferred)
- Strong academic standing and interest in law, criminal justice, or public service
- Reliable, responsible, and professional demeanor
- Excellent communication and organizational skills
- Ability to handle confidential information with discretion
- Must be able to commit to the full six-week program and work 20 hours per week

Benefits & Learning Objectives:

- Gain firsthand experience in a legal office environment
- Learn about public service, legal defense, courtroom procedures, and legal careers
- Build professional skills in research, communication, and organization
- Network with legal professionals and public servants
- Receive a certificate of completion and potential reference upon successful participation

**All internship related materials sent to San Joaquin County are kept for our records*