



**THOMAS J. DART
SHERIFF**

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

NOTICE OF INTERNSHIP OPPORTUNITY

Job Title	Intern / Executive Office
Summary	Seeking college student to work closely with the Sheriff's Executive Staff and perform many office duties, such as answering the phone, screening phone calls, setting up appointments for the Sheriff and the Chief of Staff and managing the office. The intern will learn the day-to-day functions of the Sheriff of Cook County, and the operations of the Cook County Jail, the Court Services branch of the Sheriff's Office and the Sheriff's Police, by attending meetings with the Sheriff and his staff, and by assisting the staff with the efficient and productive management of the office.
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: July 20, 2010</i> <i>Documentation Deadline: July 23, 2010.</i> 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 July 23, 2010.
Preferred Qualifications	Solid writing skills, and proficiency with Microsoft Word and Excel.
Compensation	School Credit Available
Location of Position	South Campus Executive Office 3026 S. California Ave., Chicago
Duties	Duties will include, but are not limited to, answering the phone, screening calls, checking voicemail and taking messages, setting up appointments for the Sheriff and the Chief of Staff, maintaining the copier, the shredder, and the office supplies, organizing mail and faxes, filing. Attending meetings with the Sheriff.

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	July 2, 2010 – July 20, 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, July 20, 2010. Please note that any documents listed in the Minimum Qualifications section should be provided to the Office of Personnel by July 23, 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: 10-11*

*Brian Towne, Chief of Staff
Date: July 2, 2010*