

# CHEROKEE COUNTY CLERK OF COURTS

## JOB DESCRIPTION

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**TITLE:** Records Technician and Compliance Intern

**DEPARTMENT:** CLERK OF COURTS

**POSITION TYPE:** INTERNSHIP

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### PROJECT OVERVIEW

The records retention internship project will consist of an intern evaluating the court's current files, and re-classing files based on the case's disposition date. Certain records have different retention schedules based on the case matter. The cases are currently filed by year, but should be filed by the disposition date, which is the date in which the court makes a final ruling in the case. The intern will be tasked with researching the case file in the court's system and ensuring that all items in the physical case file have been digitally recorded. The internship will be a total of 200 hours to be completed during the summer semester (May 1 – Sept 1).

### GOALS OF INTERNSHIP

The goals of the internship are to improve efficiency, ensure legal compliance, ensure files are recorded electronically, improve access to records, record government history, and allow the County to destroy records as the required retention for the record passes. The intern will complete and submit weekly project updates to include the quantity of work and tasks completed. This project will allow citizens to look for the currently missing records online and prevent the need for County staff to drive to the off-site storage facility to retrieve records, saving the taxpayers both time and money.

### INTERN QUALIFICATIONS/ REQUIREMENTS

- The intern must be motivated, organized, detail oriented, able to lift up to 25 pounds, current college/ university student or a recent graduate within the last year, (if high school student, must be dually enrolled into college/ university), be able to work 15+ hours per week and have general computer knowledge/ understanding.

The County will work with the intern in order to teach them the different retention schedules official governmental court records have. The County will also instruct the intern on how to use the court's case management system, file and scan in any needed records, and inform them of the County's policies and procedures.

### BENEFITS TO INTERN

The intern will learn about different court items and their respective retention schedules. The intern will also have the ability to work with multiple different departments within the court system under the Clerk of Courts Division.

The tasks to be completed as part of this project will prepare the interns for potential careers in Government, Records Management, Criminal Justice, Law, or Research fields. The critical thinking skills that will be obtained from the project will also further prepare the intern for any field they see fit. This project will allow the intern to have experience with project management, research, records retention laws, filing, court cases, and government. This project will have an impact to both the County and the Citizens.