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Municipal Court  
Training and Development

July 29, 2008

Dear College Student:

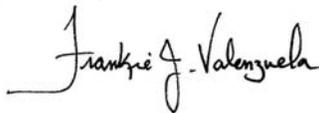
The Tempe Municipal Court is seeking non-paid interns for the 2008-2009 academic year. This is a part-time position with flexible hours to accommodate class schedules. The court hours of operation are Monday through Friday 8:00 am to 5:00 pm.

The intern position offers a wide variety of professional workplace learning opportunities for students. Intern responsibilities may include but are not limited to assisting in docket preparation, completion of disposition reports, correspondence, photo enforcement processing, data entry, updating case files, document imaging, mail processing, case filing, assist with appeal preparation, report processing, interaction with the public, attorneys, police officers and other court personnel.

Students interested in applying for this position must possess a strong desire to serve the public, have intermediate computer skills and a professional appearance. Interns are expected to adhere to the Code of Conduct for Judicial Employees as well as city of Tempe and Court policies and procedures. Candidates must not have any open or pending cases with the Tempe Municipal Court or any criminal misdemeanor cases in the Tempe Municipal Court within the last five years.

Qualified students can send a resume by e-mail to [frankie\\_valenzuela@tempe.gov](mailto:frankie_valenzuela@tempe.gov), by fax at 480-350-8581 or by mail to the address listed above. For more information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Frankie J. Valenzuela'.

Frankie J. Valenzuela  
Training Coordinator  
Tempe Municipal Court