



**Yolo Superior Court**  
**Woodland, CA**  
**Clerical Internship Opportunity**  
**Human Resources Department**

**The Yolo Superior Court is offering an unpaid internship opportunity for college level students interested in gaining general clerical experience.**

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Learning Opportunities

- Professional Office Experience
- Retention & Destruction policies and practices
- Alpha-Numeric Filing
- Record and File Maintenance

Preferred Qualifications

- Current College Student or Recent College Graduate
  - Familiarity with Microsoft Word & Excel
  - Detail Oriented
  - Organizational Skills
  - Experience handling confidential information
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**Length of Internship:** 3 months (1 quarter)

**Court Hours of Operation:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Upon an internship offer, Court Interns will be required to pass a California DOJ background check and a drug screen before starting the internship at Yolo Superior Court. Light lifting may be required. A valid California Driver's License may be required.**

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**TO APPLY:** Submit a completed Yolo Superior Court application form available at [www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov). Resumes & Cover Letters may also be included.

**Applications may be submitted by email, in person at 1000 Main Street, Room 3501, Woodland, CA 95695, or faxed to 530-406-6883.**

**For more information email [humanresources@yolo.courts.ca.gov](mailto:humanresources@yolo.courts.ca.gov) or call 530-406-6881.**

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