Greenfield Community College  
Work-Study Intern or Volunteer Position  
2021-2022

This is an exciting position for individuals who are interested in learning about and contributing to access to justice in the court system. The Court Service Center provides comprehensive legal information and access to resources for self-represented litigants (individuals with court cases, who do not have attorneys). It’s a great interdisciplinary placement (law, social work, health, office, communication, etc...).

Name of organization: Foundation for Community Justice  
Sponsoring the Franklin County Court Service Center

Address of work-site: Virtual/Remote and/or on-site, depending on openings and schedule  
Franklin County Justice Center  
Court Service Center  
43 Hope Street  
Greenfield, MA 01301

Telephone of work-site: 413-775-7483* any inquiries should be by email- see below

Name of supervisor: Mary G. Klaes, Court Service Center Manager

Student’s title: Clerical Assistant

Some things you will learn about:
  common legal issues faced by self-represented litigants
  court departments/jurisdictions (District, Housing, Probate & Family, Juvenile, Superior)
  access to justice issues
  social service resources
  gathering information to assist the work of the CSC team

Work-study duties may include some or all of the non-exhaustive list of duties:
  greeting litigants and explaining available services (intakes) – either by Zoom (video/telephone), regular telephone, and/or in-person
  referring litigants to other departments, offices, and/or agencies
  interviewing litigants about their needs
  assisting litigants with court paperwork – remotely/on-line and/or in-person
  researching area resources
  assisting with the development of plain-language self-help materials- updating materials
  data entry and statistics
  general office/administrative duties- (depending on whether virtual or on-site) copying, typing forms, refilling office supplies, greeting and directing visitors, taking and retrieving messages

Any interested applicants should submit a resume and cover letter/email to: Mary G. Klaes, Esq., Court Service Center Manager: mary.klaes@jud.state.ma.us

Please address your availability (schedule and hours), start/end dates, and preference of in-person or virtual.