

**Fairfax County General District Court  
Court Services Division, Room 211-C  
4110 Chain Bridge Road  
Fairfax, VA 22030  
(703) 246-3045**

**Volunteer/Intern Coordinator: Deborah Harrison**  
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### **VOLUNTEER UNIT MISSION STATEMENT**

To provide court services and information to the Court and the public in a courteous, accurate and timely manner.

### **VOLUNTEER/INTERN UNIT**

The Volunteer/Intern Unit's primary responsibility is conducting court appointed eligibility interviews for assignment to court appointed attorneys. The Volunteer/Intern Unit serves as the agency and courthouse reception and referral system. They also provide administrative support to Court Services, Probation Unit, to the Criminal and Traffic Divisions of GDC, and other criminal justice agencies.

In addition, the Volunteer/Intern Unit responds to high volumes of requests, citizens' inquiries, and complaints regarding court matters. The volunteer/interns are trained and held to the same performance standards as paid staff. Professional attire is the standard dress code. Volunteers and Interns must call the Volunteer Coordinator if sick or tardy in a timely manner. Any required paperwork that interns must turn in should be given to the Volunteer Coordinator in a reasonable timeframe to insure accuracy.

### **VOLUNTEER/INTERN PROGRAM**

The Fairfax County General District Court has a variety of exciting and challenging volunteer/intern opportunities available: Financial Interviewers, Administrative Support, and File Clerk, Receptionist and Information Specialist. Bilingual volunteers/interns are encouraged to apply. Professional dress attire is required. All applications will be required to satisfactorily complete a criminal background check. Training provided.

## **POSITIONS AVAILABLE**

### **1) Financial Interviewer**

Hours: 9am -1pm Monday –Friday

Locations: Fairfax, Herndon and Vienna

### **DUTIES & RESPONSIBILITIES**

Interview indigent clients to obtain financial information regarding their net income, assets and exceptional expenses. Deliver completed financial statements to appropriate courtroom. Provide assistance to the court by directing citizens to their courtroom. Assist with maintaining a professional environment and develop effective working relationships with other volunteers, interns, staff, county officials and the general public. Professional attire is a must.

### **QUALIFICATIONS**

Must be able to communicate effectively and possess strong interpersonal skills. A willingness to be a team player- assisting where there is a need in an extremely busy environment. Mathematical skills are preferred. All applicants will be required to successfully pass a criminal background check. Minimum of 4 hours per week requested. Training provided.

### **2) Administrative Assistant**

Hours: 8am -12 Noon; 12Noon – 4pm Monday – Friday

### **DUTIES & RESPONSIBILITIES**

To perform a wide range of clerical responsibilities to include, but not limited to: sorting mail, filing, data entry, answering telephone inquiries, and faxing, copying and shredding documents. Professional attire is a must.

### **QUALIFICATIONS**

Good organizational skills with a proficiency in using Microsoft Word and the ability to operate standard office equipment. All applicants will be required to successfully pass criminal background check. Minimum of 4 hours per week requested. Training provided.

**Positions Available****3) Receptionist for 211C**

Hours: 8am -12Noon; 12Noon-4pm Monday – Friday

**DUTIES & RESPONSIBILITIES**

Greet visitors and clients upon entry into Room 211 C. Answer phone(s) and refer calls appropriately; provide standard information to the general public on the phone and in person. Log in clients, have a comfort level with computers, accept interpreter requests and interact with probation officers. Provide direction and information to citizens. Professional attire is a must.

**QUALIFICATIONS**

Possess a top notch customer service attitude, good organizational skills with attention to detail. Experience or interest in assisting customers in need of information and or service is important. All applicants will be required to successfully pass criminal background check. Minimum of 4 hours per week requested. Training provided.

**4) Receptionist for Probation Staff**

Hours: 8am-12Noon; 1:30-4:30pm Monday, Tuesday, Wednesday

**DUTIES & RESPONSIBILITIES**

Greet the public and direct defendants to appropriate probation officers. Make copies of needed documents for probation officers. Data entry, filing, shredding as needed. Escort defendants from Room 211- C to probation officer(s). Professional attire is a must.

**QUALIFICATIONS**

Adept at interacting with people, detail oriented, filing experience helpful. All applicants will be required to successfully pass criminal background check. Minimum of 4 hours per week requested. Training provided.

**Positions Available****5) File Clerk**

Hours: Flexible Monday –Friday

**DUTIES & RESPONSIBILITIES**

Establish files. File critical documents and files. Assist with archive preparation by making boxes, alphabetizing folders and typing names in database. Professional attire is a must.

**QUALIFICATIONS**

Filing experience is helpful. All applicants will be required to satisfactorily complete a criminal check. Minimum 2-4 hours per week. Training provided.

**6) Information Specialist**

Hours: 11:30 am – 4pm      Monday – Friday

**DUTIES & RESPONSIBILITIES**

Attend the information desk in the Lobby of Courthouse. Greet the public, answer questions and provide direction throughout Courthouse. Professional attire is a must.

**QUALIFICATIONS**

Possess good interpersonal skills with emphasis on being attentive and a good listener. All applicants will be required to satisfactorily complete a criminal check. Minimum 2-4 hours per week. Training provided.