Internship Description
Interns in this position will assist the Illinois Prisoner Review Board Executive Clemency staff and Chief Counsel. Interns will learn to appropriately answer calls and direct various callers (public, attorneys, officials, etc). Interns will also be trained to review clemency petitions and type abbreviated reviews. Also, Interns will assist staff in preparing for the public and nonpublic hearing dockets and possibly assist at the public hearings. This position requires a high level of responsibility and professionalism, as Interns will have contact with the Board Members and handle confidential material.

Submit cover letters and resumes as
   Email attachments, Fax, or U.S. Mail

How many hours per week do you anticipate needing the student?
   20 – 40 depending on the semester

How many weeks do you anticipate needing the student?
   8 weeks   16 weeks   Other Flexible schedule

When is this position available?
   Fall (August-December)
   Spring (January-May)
   Summer (May-July)

General description of this agency
The Illinois Prisoner Review Board mandates orders, changes or removes parole conditions to inmates coming out on parole or on parole. The Board also revokes and restores good conduct credits, maintains the state of Illinois victim notification database, provides confidential recommendations to the Governor for Clemency petitions (Expungement and Pardons). The Prisoner Review Board also does face to face hearings for new sentence violators, technical violators, indeterminate sentences and mandatory supervised release inmates.

Basic student learning anticipated:
Interns will learn to conduct themselves in a professional manner in a fast-paced environment. They will learn how to handle a heavy volume of phone calls and disperse those calls to the respective receiving parties. Also, Interns can anticipate gaining basic knowledge of the Illinois Criminal Law Statues and sentencing. Interns will also learn about the rules, regulations and rights of the victims. This position is ideal for students majoring in Criminal Justice and or Legal Studies, but students in all majors are encouraged to apply.

This is an unpaid position.  Updated December 2012