Illinois Prisoner Review Board – Operations Staff Assistant
319 East Madison, Suite A
Springfield, IL 62701
(217)782-4087 Fax number (217)524-0012

Email Address: Nichole.Damhoff@Illinois.gov
Agency Contact: Nikki Damhoff, Chief Personnel Officer

How should students contact you? Telephone or email

Interns in this position will **assist the Illinois Prisoner Review Board Operations staff and Chief of Operations.** Interns will learn to appropriately answer calls and direct various callers (public, attorneys, officials, etc.) Interns will also be trained to prepare dockets for parole hearings for various state institutions. Interns will be trained to prepare board orders, Mandatory Supervised Release orders, amended and vacate orders, type minutes, provide monthly statistics and possibly assist at the parole revocation hearings at a state institution. Interns may also be attending informative meetings with other agency officials and to give input for streamlining the daily procedures for the operations unit. The Intern will be subject to a background check and to sign a confidentiality form.

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 conditions, 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