

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 003

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: 1

Location: **Central Date
Computation Unit, Concord or
Framingham**

Internship Track: **Central
Classification**

Hours/Schedule: **9:00-5:00**

Duration: **Full semester**

Position Description: **Intern will work with Date Computation Specialists; The Central Date Computation Unit processes and monitors inmates' commitment orders and release dates. The Department has recently completed the process of centralizing date computation. All date computation is now calculated from "commitment to release" by date computation experts in central office.**

Responsibilities/Major Duties: **Staff within this unit ensure inmate dates are computed timely and accurately, that releases occur timely and that outstanding legal issues are followed up on immediately. This unit processes all requests for Certificate of Discharge/Release. Reviewing all sentencing orders and earned good time for accuracy, thoroughness and compliance with Massachusetts General Law. Staff in this unit work closely with Massachusetts Trial Court.**

Preferred Qualifications: **Demonstrated interest in criminal justice; logic thought processes; strong math skills.**

How to apply:

Mail Internship Application to:

Monserrate Quiñones Director, ODEO
Office of Diversity & Equal Opportunity
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-7785

For additional information or questions, please contact:

Lori Costa at (508) 850-7783 or email at lori.costa@massmail.state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**