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Description automatically generated**COLP Apprentice Printer - Paid Internships**

**State of Connecticut Judicial Branch**

The State of Connecticut Judicial Branch is seeking a paid intern for a 12-month period in the Commission on Official Legal Publications, Information Technology Division (COLP). The individual will be responsible for assisting COLP print staff with offset printing, digital production, and mailing systems. Current high school and technical school students are encouraged to apply. Efforts will be made to base the work schedule around the student’s academic commitments.

POSITION RESPONSIBILITIES

* Assist with printing and inserting daily Judicial mailings.
* Learn high-speed digital production applications/systems.
* Saddle binding of the court pamphlets such as *Your Guide to Jury Service.*
* Publication distributions using FedEx and State Courier service.
* Manual bindery work.
* Assist with weekly deliveries to Judicial Branch offices.
* Learn and operate Ryobi Offset Envelope Press.

MINIMUM REQUIREMENTS

* Strong attention to detail, hardworking, enthusiastic, and reliable.
* Effective communication skills.
* Work independently and as part of a team.
* Physical ability to lift 30 pounds.
* Position requires frequent bending, squatting, kneeling, and lifting.
* Valid driver's license in good standing.

Successful candidates will receive $15.00 per hour and will be potentially eligible for health benefits.

**Interested applicants should mail or email a copy of their resume on or before April 15, 2023 to:**

State of Connecticut Judicial Branch

Human Resource Management Recruitment Unit

90 Washington Street

Hartford, CT 06106

[HR.Recruitment@jud.ct.gov](mailto:HR.Recruitment@jud.ct.gov)

**AA/EOE**

[**www.jud.ct.gov**](http://www.jud.ct.gov)