Northwest Intertribal Court System

The Northwest Intertribal Court System (NICS) is a consortium of Indian tribes based in Western Washington. A non-profit organization establish in 1979, NICS has a Governing Board composed of a representative from each member tribe. The Governing Board sets all policies for the organization and selects both the executive director and the judges.

Mission Statement

To assist the member tribes, at their direction, in a manner which recognizes the sovereignty, individual character, and traditions of those tribes in the development of tribal courts, which will provide fair, equitable, and uniform justice for all who fall within their jurisdiction.

Internship Description

Title:　　　　Information Technology (IT) Intern:

Supervisors: IT Director, Executive Director

Status:　　　Temporary Part Time – Unpaid IT Internship

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The IT Intern is an individual enrolled at an accredited college in one or more of the following programs:　　**Computer Information Systems, Desktop/User Support Analyst, Legal Office Specialist, Network and/or Computer Systems Administrators, Information Technology Specialist, Computer Network Support, Web Developing, or Business Information Technology.** Other programs related to technology may also be considered.

Essential Intern Duties: Assist the IT Director in simple tasks and sometimes complicated solutions in the Information Technology Department as needed.

Simple solution tasks may include using the computer for research, development, problem solving, creating a policy, implementing a new idea, strategic planning, future projects, procurement of such equipment after testing and/or expanding networking tools.

Complicated solutions may include: troubleshooting electrical, electronic, telephones, wiring, cabling, software or hardware replacement, tier 1 or 2 helpdesk issues, programming, code writing, customer service skills, repairing equipment, and combined software solutions.

IT Intern General Duties:

1) An individual interested in activities that include ideas, thinking, and problem solving.
2) The individual must be dependable, have attention to detail, cooperate as a team player, be flexible, have some customer service skills, analytical thinking, integrity - regarding privacy and published content.
3) A close knowledge of Microsoft Windows Server 2008, Windows 7 Professional, Office 2016 Suite & Adobe PDF documents.
4) Familiarity with network monitoring software, simple web development, cloud service software, file retention solutions, back up/ file retention policies, hardware & software inventories & licenses, telecommunications (phone system) along with daily office equipment such as printers, faxes, telephones & computer hardware.
5) A common knowledge of simple job related tools: screwdrivers, cabling, peripherals, UPS systems and a basic understanding of how to use them.
6) Maintain a strict confidentiality of information and materials.

Qualifications:

- Enrolled in an accredited college in one/or more of the selected programs listed above. (pg1)
- Interns are expected to be available a minimum of 8 (eight) hours per week and to maintain a mutually agreed upon schedule.
- Have no felony convictions ever or a misdemeanor in the last 2 (two) years. Must be able to pass WSP Criminal Background check.
- Have or a willingness to have awareness/sensitivity of tribal culture and their traditions.
- A willingness to develop and practice effective and courteous communication, both oral and written.
- A willingness to develop and practice strong organizational skills.
- Manual dexterity to operate personal computers and other necessary office equipment.
- Physically bend, reach, kneel, twist and grip items in assigned work area.
- The ability to lift 50 (fifty) pounds.

Unpaid IT Internship

Location: Lynnwood, WA

Native American Preference

Please submit cover letter and resume via email to: hr@nics.ws