



OFFICE OF THE CLERK OF THE
Vanderburgh Circuit and Superior Courts



Debra G. Stucki
CLERK OF THE COURTS

Shirley J. Reeder
Chief Deputy

Job Description

Position: Archives Intern, unpaid

Organization: Vanderburgh County Clerk's Office

Department: Administration; Records and Archives Section

Majors Desired: Flexible; History, Archeology, Political Science, English

Sessions: Spring, Summer, Fall

Time Requirements: Flexible

The Vanderburgh County Clerk's Archive seeks innovative thinkers to help us preserve local and judicial history dating from 1818 forward. While primary responsibilities will include cataloging previously inaccessible collections, we seek students who are interested in thinking outside of the box on how these records can be used to educate the public on community history.

Subjects of particular interest include how national events such as the Civil War, World War I, Prohibition, and the Great Depression are reflected in our judicial records.

Students will gain experience in the fields of archives, local history, information management, and local government operations. Additionally, students will learn about government accountability and compliance with public open access laws.

Responsibilities:

- Cataloging, index, and data collection processes
- Assisting in archival description and identification of at-risk records
- Assisting with Inventory-related tasks
- Learning proper record handling techniques
- Learning the various types of Courts and the judicial records they generate
- Assist in developing public outreach and awareness programs

Qualifications:

- Self-Motivated
- Detail-Oriented
- Team Player

Application Procedure:

- Application Form and Resume to Amber Gowen, Archivist
agowen@vanderburghcounty.in.gov