

## Justice and Policy Studies Department & Internships

<b>Site: Bail Bondsmen- County Probation Office</b>	
<b>Contact Person: Melissa Seiler</b>	<b>Title: Owner and Certified Bail bondsmen</b>
<b>Site Address: P.O. Box 65 Wentworth, North Carolina 27375</b>	
<b>Phone: Business: 336-342-2245 Cell: 336-932-5656</b>	<b>Email: maseiler@jkbb.biz Web Site Address:</b>
<b>Intern Duties: update court defendant information, roll call in court, filing, answering the phone</b>	
<b>Are there different areas/departments where the intern could work? YES NO</b> Please list below: <b>Administrative Assistant</b>	
<b>Time Requirements (minimum and maximum hours per week the intern could work)</b> <b>business hours Monday-Friday 9-5</b>	
<b>Have you had interns from Guilford or other colleges before this intern? YES NO</b> <b>If yes, do you have written guidelines for them? YES NO</b> <b>If yes, Please attach.</b>	
<b>How many interns can you take per semester?</b> <b>1</b>	
<b>Please briefly describe dress code, if you have one: business casual</b>	
<b>Do you have any paid internships that may come available? YES NO</b> <b>If yes, please describe or attach job description Confidential</b> <b>unpaid</b>	
<b>Is there a possibility of later employment with your agency for this or other interns? YES NO</b> <b>Especially Spanish Speaking Persons</b>	
<b>Are there any other comments you would like to make? Bail bonding is part of the Criminal Justice System</b>	

please return to [wpizio@guilford.edu](mailto:wpizio@guilford.edu) or  
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