

**MACOMB COUNTY PROSECUTOR'S OFFICE  
INFORMATION TECHNOLOGY INTERNSHIP OPPORTUNITY  
GOOGLE APPS SCRIPT / PYTHON DEVELOPER  
Summary Position Description**

The individual will provide administrative assistance to the [Macomb County Prosecutor](#) and staff in Information Technology related to developing features and improvements to their internal tools using Google Web Apps and Google Apps Script (GAS), Google Sheets, Google Forms, Google Docs, Javascript, HTML, CSS, Python and Flask. Work will include automating and improving various Prosecutor's Office processes. The Macomb County Prosecuting Attorney is the chief law enforcement officer in the county. The office represents the people of the State of Michigan in criminal matters before the District and Circuit Courts, Juvenile Court, the Supreme Court, and the Court of Appeals.

Duties include taking ownership of the complete lifecycle of product features from planning to implementation to testing to production. Duties will also include staff and constituent relations, and general office administration. The intern will have the opportunity to learn and experience the prosecutorial process through daily office activities and occasional attendance of court hearings (currently held via Zoom due to COVID courtroom restrictions.)

Training will be provided or facilitated regarding:

1. The Prosecutor's Office processes.
2. Current use of Google Apps, including Google Sheets.
3. Google Apps Script and Google Web Apps application creation
4. Python and Flask application creation

Specific Macomb County Prosecutor's Office projects on which you will work using Google Web Apps, Google Script, HTML, CSS, Javascript, Google Sheets, Google Docs, Python and Flask (or other tools, as needed), include but are not necessarily limited to:

- A kiosk check-in system
- A warrant tracking system
- Enhancements to the Prosecutor's Office District Court Dockets Google Script system
- Creation and implementation of a Prosecutor's Office Circuit Court Dockets Google Script system
- Creation and implementation of an Extradition Hearing Motion Generator
- Updating PDF and CHM files with newer (already-existing) versions
- Improving communication with crime victims
- Data entry
- And more!

**Minimum qualifications:** Applicants should be enrolled in an undergraduate or graduate-level academic program seeking a degree related to computer science, possess strong computer skills, have an interest in learning about law enforcement and the inner workings of a county Prosecutor's office, and enjoy the idea of assisting others through public service.

**Beneficial skills** include basic knowledge of the following (or a willingness to learn the following): Javascript, Google Apps Script, HTML, CSS, Python, Flask, Google Sheets.

**Status**

This is an unpaid position. Hours are negotiable and school credit can be arranged. This is a non-civil service, at-will position.

Interested Macomb County Prosecutor's Office Information Technology Internship Application should please email a resume and cover letter to:

Prosecutor Peter J. Lucido  
Attn. IT Intern Coordinator  
One South Main  
Mount Clemens, MI 48043  
Email: [prosecutorlucido@macombgov.org](mailto:prosecutorlucido@macombgov.org)