Adult Probation Department of the Superior Court in Pima County Internship
School of Government and Public Policy, CRIMINAL JUSTICE, LAW Students

General Description: Opportunities to observe, support and work with probation and surveillance officers in a range of services offered by the Adult Probation Department. Interns will typically serve in at least two different offices including Victims’ Services and Field Services. Interns will learn about the range of services offered, how to communicate effectively with court-involved members of the community including victims and defendants, how to manage information in databases, how to appropriately supervise people on probation and to develop situational awareness to ensure officer safety at all times.

Internship Available: Summer – Yes  Fall – Yes  Spring – Yes

Deadlines: Submit application no less than six weeks prior to first day of semester

Agency Minimum Qualifications: Senior standing if first BA, junior standing if subsequent degree

Agency Preferred Qualifications: Must be 21 years or over, be honest, ethical and confidential in managing information about clients, have basic skills of word processing, data entry and email applications

Internship Description: Unpaid
Intern will be held to the Superior Court’s Code of Conduct and Probation Officers’ Code of Ethics while performing any or all of these tasks:

- Observe and learn from probation officer and surveillance officer actions.
- Follow detailed, multi-step directions
- Keep accurate records of time worked and submit monthly to Internship Coordinator.
- Participate in records management and data entry for court-involved clients.
- Participate in supervision of a caseload of probationers via telephone communication, court appearances, office visits, and field visits to jail, residences, places of employment and other community locations.
- Participate in training events with officers when available.
- Develop communication skills appropriate for a court, detention center/jail and probation office.

Purpose of the Internship: To develop awareness of the work of varied divisions / offices within Adult Probation. To develop appropriate communication and behavior in the completion of work tasks in court, jail, office and community environments.

Additional Information: Applicants must complete the full application, submit two references, pass a quiz and interview and pass a criminal background check prior to acceptance into the program. This process may require up to six weeks. Once accepted the intern will be fingerprinted and badged.

To Apply: [http://www.sc.pima.gov/Portals/0/AP/InternshipProgram_page1.pdf?nocache](http://www.sc.pima.gov/Portals/0/AP/InternshipProgram_page1.pdf?nocache) Read carefully and complete all forms that are included or linked in this document. Provide forms/releases to references and have them submitted as directed on the site. Call for interview to proceed.

Expected Contact: By calling for an interview when you have all materials and tasks completed, you will continue the process forward.

Contact Person: Julie Neff-Encinas, Education Services Program Coordinator, 520-724-5434, Jneff-encinas@sc.pima.gov

Agency/Organization Website link: Adult Probation website: [http://www.sc.pima.gov/?tabid=75](http://www.sc.pima.gov/?tabid=75)