**General Description:** (of Organization or Agency)
The Pima County Legal Advocate’s Office represents individuals charged with a criminal offense who cannot afford an attorney.

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

**Deadlines:** No strict cut off, but applying a couple months in advance would increase the chance a position is still available.

**Agency Minimum Qualifications:** Ability to get along well with others; flexibility; interest in criminal defense.

**Agency Preferred Qualifications:** Experience working with disadvantaged people, including those who are indigent, have mental health issues, or have problems with drug or alcohol abuse.

**Internship Description:** Unpaid

Student interns will assist attorneys and their staff with the day-to-day duties of the law office. Tasks will vary but may include:
- Reading and summarizing police reports and other disclosure
- Reviewing and summarizing media such as video, audio recordings, and photos
- Visiting clients in Jail to get info from clients or share disclosure with clients (Jail clearance required)
- Helping prepare mitigation materials for plea negotiations and sentencings
- Other tasks necessary in operating a public criminal defense office

**Purpose of the Internship:** Student interns will gain experience in working in a public criminal defense office and gain knowledge by working on actual cases. Students will learn about how the criminal justice system works and develop skills integral to the practice of law, including case analysis, client communications, and mitigation preparation.

**Additional Information:**
- General background check required
- Jail clearance required for jail visits
- Position requires exposure to sensitive subject matter such as crimes of sex and violence

**To Apply:** Email cover letter and resume to Kevin.Burke@pima.gov

**Expected Contact:** We will try to contact interested students within two weeks of receipt of resume and cover letter.

**Contact Person:** Kevin Burke, Pima County Legal Advocate: Kevin.Burke@pima.gov