# Pima County Attorney Criminal/Civil Division Internship

## School of Government and Public Policy, PMPC, LAW & CRIMINAL JUSTICE Students

**General Description:** We serve the public, and the Pima County Attorney, by carrying out our duties and responsibilities in a manner that reflects our commitment to integrity and competence and ensures that all persons are treated with dignity and respect.

**Internship Available:** Summer – Yes  Fall – Yes  Spring – Yes  Deadlines: The selection and processing procedures normally take 1-2 weeks

**Agency Minimum Qualifications:** The volunteer and/or intern should be well organized, able to communicate effectively both orally and in writing, have good computer skills, and be adaptable to any situation regarding administrative needs. They must also understand confidentiality and possess good organization skills.

**Agency Preferred Qualifications:** We prefer volunteers and/or interns to make a commitment of service to volunteer at least two 4-hour shifts each week for not less than 6 months. However, we will accept alternative arrangements to accommodate scheduling issues or concerns.

**Internship Description:** Unpaid

Some of the duties may include:

- **Office Support (Clerical/Secretarial)** Volunteers and/or interns will work with staff members on general filing, pulling reports, separating paperwork, and organizing and distributing paperwork on files. There may be light typing, photocopying, creating labels, setting up files, data entry, and helping answer the telephone. There may also be some victim and/or witness contact.
- **Data Entry (Clerical/Computer Training)** Volunteers and/or interns will perform basic data entry tasks and update records and databases. The volunteer and/or intern may answer telephones as needed.
- **Legal Experience** Volunteers and/or interns will work closely with a paralegal in either the civil or criminal divisions. Some of the duties and responsibilities will be to review media, such as jail calls and video surveillance, review and summarize law enforcement reports. Observe victim and witness interviews and trials.

**Purpose of the Internship:** The purpose of the volunteer/internship is three-fold (1) to provide assistance for our employees, (2) to reduce costs to the taxpayers of Pima County, and (3) to provide interesting opportunities for our volunteers/interns to learn new skills.

**Additional Information:** Applicants must be fingerprinted and pass a criminal background check prior to acceptance into the program. This process generally takes 1-2 weeks.

**To Apply:** All prospective Pima County Attorney’s Office Volunteer/Internship Program participants must complete and return the following materials in pdf format to: Cheryl.Lapper@pcao.pima.gov. Application Form, Background Form and Notice and Release Form. They may also include their resume but it is not necessary. Link to forms: [http://www.pcao.pima.gov/resourcecenter.aspx#forms](http://www.pcao.pima.gov/resourcecenter.aspx#forms)

**Expected Contact:** After receipt of documents we will contact the intern/volunteer to set up an interview and be fingerprinted.

**Contact Person:** Cheryl.Lapper@pcao.pima.gov  (520)-724-5707

**Agency/Organization Website link:** [www.pcao.pima.gov](http://www.pcao.pima.gov)