**SANTA CRUZ COUNTY ATTORNEY’S INTERNSHIP**
for University of Arizona, School of Government and Public Policy Students

**General Description:** The Santa Cruz County Attorney’s office is composed of multiple divisions including deputy attorneys, legal assistants, detectives, and victim services. The attorney’s division handles cases that deal with criminal felony offences, misdemeanor offences, and civil matters. Each attorney has a legal assistant that prepares and files case paperwork along with providing assistance in dealing with victims and defense attorneys on behalf of the deputy attorneys. Detectives are divided based on the type of offence to include drug cases, domestic violence cases, and other general matters. The victim services division assists all types of victims with court hearings plus notifications, compensation, transportation, and provides domestic violence classes.

<table>
<thead>
<tr>
<th>Internship Available:</th>
<th>Summer – Yes/No</th>
<th>Fall – Yes/No</th>
<th>Spring – Yes/No</th>
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<td><strong>Deadlines:</strong></td>
<td>Summer (April 20)</td>
<td>Fall (August 1)</td>
<td>Spring (December 20)</td>
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**Agency Minimum Qualifications:** Undergraduate Juniors or Seniors, or graduate students with at least one semester at the University of Arizona with a 2.5 minimum GPA.

**Internship Description:** (Paid / Unpaid)

Students tasks will consist of conducting front counter customer service, inputting information into computer system, help prosecutors prepare paperwork and accompanying them to court, shadowing a detective, make copies, fax/scan documents, case filing, and answering and screening incoming calls.

**Purpose of the Internship:** To provide a hands on experience for students interested in pursuing legal careers as well as law enforcement.

**Additional Information:** Applicants must pass a criminal background check prior to acceptance into the program, and possess a valid driver’s license. This process generally takes 2 weeks.

**To Apply:** Students must send a resume with a brief summary introducing themselves and expressing why they are interested in this program. Resume and statement must be emailed to gsilva@santacruzcountyaz.gov

**Expected Contact:** We will contact you via email approximately one week after applying if you have been selected to participate in an interview.

**Contact Person:** gsilva@santacruzcountyaz.gov

**Agency/Organization Website link:** santacruzcountyaz.gov