Arizona Attorney General’s Office - Office of Victim Services Internship
School of Government and Public Policy, CRIMINAL JUSTICE, LAW Students

**General Description:** The Arizona Attorney General’s Office is dedicated to a system of justice that is inclusive of crime victims and will remain vigilant in striving to provide the most efficient and effective service to the people of Arizona. The services provided to crime victims and the technical assistance and support provided to criminal justice agencies and other service providers is the responsibility of the Office of Victim Services (OVS). The OVS assists victims from the charging of an offender through the most final of outcomes: execution. As an intern you will have the opportunity to participate in all levels of the criminal justice system.

**Internship Available:** Summer – No  Fall – Yes (July-December)  Spring – Yes (January-June)

**Deadlines:** Fall – March/April  Spring – October/November

**Agency Preferred Qualifications:** minimum junior status for bachelor’s degree students; minimum second year status for associate’s degree students; minimum cumulative GPA 2.5; ability to work effectively with people in sensitive areas; strong writing, communication and computer skills.

**Internship Description:** Unpaid

- Assist Victim Advocates with case work and case management
- Identify victim’s needs resulting from the crime
- Answer questions regarding the criminal justice system
- Accompany victims to court
- Follow-up with victims regarding case status
- Offer reassurance and empathetic listening
- Provide information and referrals to victims
- Explain legal rights of victims in layperson’s terms
- Answer incoming calls from the general public

**Purpose of the Internship:** To act as a liaison between victims and members of the justice system by providing victim assistance services.

**Additional Information:** Students accepted into the internship program must meet the following requirements:

- Commit to a six month term with OVS;
- Complete approximately 225 hours in the semester (ave. 9-12 hours per week);
- Complete 24 hours (included in the six month commitment) of advocacy provided by program staff;
- Pass a security background check;
- Provide a resume and cover letter with application

**To Apply:** During the recruitment months, March/April and October/November, interested applicants must visit [www.azstatejobs.gov](http://www.azstatejobs.gov) to upload a resume and cover letter.

**Expected Contact:** Applicants will be contacted within approximately 7-10 days after the position closes if s/he is selected for an interview. Before an interview the applicant will be provided additional forms via email to return prior, or bring to the interview.

**Contact Person:** Amy Bocks, amy.bocks@azag.gov, 520-628-6977

**Agency/Organization Website link:** [www.azag.gov](http://www.azag.gov), [https://www.azag.gov/victim-services](https://www.azag.gov/victim-services)