

**Arizona Attorney General's Office
Office of Victim Services
Internship Program**

Thank you for your interest in participating in an internship at the Attorney General's Office of Victim Services (OVS). We are proud to offer two types of internships. The OVS Advocate Program assists victims from the investigation of a case through the most final of outcomes: execution. The OVS Agency Support Team oversees victims' rights compliance, education and outreach and funding of grants throughout the state. As an intern in either program, you will have the opportunity to participate in all levels of the criminal justice system. Whether your career goals are law enforcement, criminal law, social services, or even public policy, the knowledge you will gain is priceless.

Volunteer Intern Advocate

To assist advocates as a liaison between victims and members of the criminal justice system by providing mandated victims' rights notification and victim assistance.

Responsibilities

- Answer incoming calls from the general public
- Provide information and referrals to victims
- Answer questions regarding the criminal justice process
- Offer reassurance and empathetic listening
- Assist Victim Advocates with case work
- Explain legal rights of victims in layperson's terms
- Accompany victims to court
- Follow-up with victims regarding case status
- Assist with internal & external commemorative events

Requirements

Students who are 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 (average 9-12 hours per week)
- Complete 24 hours (included in the six-month commitment) of advocacy training provided and scheduled by staff
- Pass a security background check
- Possess a valid driver's license or state issued picture ID

Volunteer Agency Support Team (AST) Intern

To assist the Agency Support Team and its public policy programs in the interest of the furtherance of victims' rights in the AZ criminal justice system.

Responsibilities

- Coordinate victims' rights presentations
- Monitor AZ legislative proposals
- Assist with agency grant program
- Assist with Grant Management System testing
- Assist with statewide audit process
- Manage mandated forms projects
- Accompany AST team members to meetings, committees, and workgroups
- Assist with internal & external commemorative events
- Support the Director and AST staff with special projects

Requirements

Students who are 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 (average 9-12 hours per week)
- Pass a security background check
- Possess a valid driver's license or state issued picture ID
- Summer internship opportunities available

Application Process

- Recruitment takes place in October for the spring semester and in April for the fall semester.
- All internship opportunities are posted at www.azstatejobs.gov. If you are interested in applying for an internship with our office you must submit your resume and a cover letter through the website.
- For information about an internship with the Advocate Program or Agency Support Team in our **Phoenix office**, contact the internship coordinator at 602.542.4911; if you would like more information about an internship with the Advocate Program in the **Tucson office** contact the internship Coordinator at 520.628.6456.
- You can also contact us via email at victim.services@azag.gov. Please include "Internship Information" in your subject line.

Students benefit with real world experience, workforce expectations, application of classroom learning, skill building, mentorship, resume building, career exploration, confidence & motivation.

Phoenix Office 602.542.4911 ♦ Tucson Office 520.628.6456 ♦ www.azag.gov/criminal/victim-services