

**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). The OVS Advocate Program assists victims from the investigation of a case through the most final of outcomes: execution. The OVS includes an Agency Support Team that oversees a victims' rights education and outreach program, victims' rights compliance program and funding of grants for various victims' rights programs throughout the state. As an intern, 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 act as a liaison between victims and members of the justice system by providing mandated victims' rights notification and victim assistance services.

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 annual Victims' Rights week events (April)

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 Intern

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

Responsibilities

- Victims' rights presentation and coordination promotion
- Presentation preparation and registration
- Agency grant program review and management
- Assisting with Grant Management System testing
- Audit preparation, review and follow-up
- Manage Mandated Forms project
- Accompany management team members to meetings, committees, and workgroups
- Assist with annual Victims' Rights Week events (April)
- Support the Director and other management staff with special projects

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- **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 our office via email at victim.services@azag.gov. Please include "Internship Information" in your subject line.