



Intern/Volunteer – District Attorney Victim Witness Division

Overview

Applicants must complete a cover letter addressed to Hannah Slama, Volunteer Coordinator to be considered for this position.

This is an unpaid Internship or Volunteer Position. Provides services to victims and witnesses at the District Attorney's Office. The Victim Witness Intern will gain experience and knowledge in crime victims' rights and the Criminal Justice System. This position is supervised under the general guidance and direction of the Volunteer Coordinator and the Victim Witness Division Manager.

The expected hours per week are approximately 15-20 hours, during business hours. Days and times flexible to student or volunteer schedule. The District Attorney's Office would prefer candidates that can work a semester or longer.

Responsibilities

Specifically, this position:

- Provides advocacy for victims of crime.
- Generates and sends Sentence Outcome letters to victims of crime, makes follow up calls, and distributes information to post sentencing agencies.
- Refers victims to collateral agencies including community resources, law enforcement agencies, and legal resources as needed.
- Assists with ensuring victims' rights under the Victims' Rights Act.
- May assist the assigned Victim Witness Specialist with some aspects of their duties including victim contact, providing information to victims, soliciting input, participating in victim and/or trial prep meetings, obtaining victim statements for court.
- May provide administrative support to Victim Witness Staff.
- Represents District Attorney's Office in a positive professional manner when interacting with the public.
- Performs other duties as appropriate or necessary for performance of the job.

To be successful, our ideal candidate should have the following skills and abilities:

- A desire to learn about the criminal justice system, particularly as it relates to victims of crime.
- Understanding of general office practices and procedures.
- Experience with routine software and business application including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- The ability to read and comprehend office and County rules, regulations, policies and standard operating procedures.
- The ability to establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Regular, predictable attendance.
- The ability to maintain confidentiality.
- The ability to provide empathetic support to victims and witnesses.
- Timely follow through with tasks and strong attention to detail.

Qualifications

Intern Candidates: Current student pursuing a degree in criminal justice, sociology, human services, psychology, or related field.

Volunteer Candidates: Minimum one year experience with an emphasis in criminal justice, sociology, human services, psychology, or related field preferred.

Supplemental Information: This is an unpaid internship or volunteer position with no benefits.