

# Maricopa County Attorney's Office Victim Services Division

## Volunteer/Intern Job Description

**Job Title:** Regional Court Center Victim Advocate Assistant

**Description:** To act as a liaison between victims and members of the Criminal Justice System at the Regional Court Center level.

**Qualifications:** - Minimum age - 18 years

- Pass background check
- Valid Arizona driver's license and personal transportation to and from placement
- Ability to work effectively with victims in a mature, non-judgmental, and sensitive manner
- Ability to communicate well, both verbally and in writing
- Ability to relate well with the public and criminal justice personnel
- Follow verbal and written instructions
- Ability to make good, sound decisions
- Ability to work independently

**Responsibilities:** - Attend various hearings at the Regional Court Centers.

- Make personal contact with victims at court locations
- Educate victims about the Criminal Justice System and victims' rights
- Complete applicable victim contact forms to update victim contact information and obtain victim input
- Provide emotional support and empathetic/active listening
- Make social service and criminal justice referrals as needed
- Escort victims to various court hearings as requested

**Training:** - Successfully complete Victim Services Division training program

- On the job training
- Ongoing in-service training

**Commitment:** - Minimum of 6 months (volunteer) or one semester (intern)

- Minimum of 4 hours per week

For more information, contact the Volunteer/Intern Coordinator at (602)506-8522.