



MARICOPA COUNTY ATTORNEY'S OFFICE VOLUNTEER/INTERN APPLICATION FORM

Volunteer/Intern Description

- Title:** **Victim Advocate Assistant**
- Description:** Assist Advocates in providing assistance, information, and services to victim(s) of various crimes
- Qualifications**
- Must be at least 18 years of age
 - Must pass criminal background check
 - Must have a valid Driver's License and personal transportation to and from placement
 - Must not currently be, or have been within the past 12 months, a victim in a criminal case
 - Ability to work effectively with victim(s) in a mature, non-judgmental, and sensitive manner
 - Ability to communicate well, both verbally and in writing, with the public and with criminal justice personnel
 - Ability to follow verbal and written instructions
 - Ability to make good and sound decisions
 - Ability to work independently
- Responsibilities:** Contact victim(s) of various crimes to:
- Provide case and criminal justice information
 - Explain victims' rights and the criminal justice system
 - Provide information, resources, and referrals
 - Provide emotional support, as well as empathetic and active listening
 - Accompany victim(s) to court appearances
 - Assist in arranging transportation for victim(s) to court hearings and interviews at request of the Advocate(s)
 - Schedule interviews at the request of Advocate(s)
 - Utilize computer systems to research case status
 - Document all communication accurately in County Attorney Information System
- Training:**
- Successfully complete Victim Services Essential Training
 - On the job mentorship
 - In-service training
- Commitment:**
- Minimum of 6 months for volunteers or one semester for interns
 - Minimum of 4 to 6 hours per week for volunteers or 10 hours for interns

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



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Volunteer/Intern Application Process

1. Individuals who are interested in volunteering or interning must fully complete an application and return it to the Victim Services Division at the address listed below. Please be aware that processing the application may take several weeks.
2. All applications will be reviewed. If deemed initially appropriate for placement in the Victim Services Division, a panel interview will be scheduled at the convenience of the applicant and the Victim Services Division personnel.
3. Upon completion of the interview, the application may be forwarded to the Administration Division of the Maricopa County Attorney's Office for a background investigation.
4. Upon successful completion of the background investigation, the applicant is required to complete a drug screening and be fingerprinted through the Maricopa County Sheriff's Department.
5. Applicants will be notified of acceptance or denial of placement with the Victim Services Division.
6. Once an applicant has been selected for placement, they must successfully complete the Victim Services Division training program.
7. We reserve the right to discontinue placement or terminate placement at any time during the application process or placement.

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

Mail Application To: Maricopa County Attorney's Office
Attn: Victim Services Division
225 W Madison St, 5th Floor
Phoenix, AZ 85003



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It is a normal part of the Maricopa County Attorney's Office procedure to reserve the right to make checks as deemed appropriate on the suitability of any new volunteer or intern for the important responsibility of work involving Law Enforcement/Prosecution. It is our policy to treat volunteer and/or interns with the same consideration given to professionals. All information provided by you is confidential and will be used solely for the purpose of placement.

I, AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR NON-PLACEMENT AND/OR DISMISSAL.

Date: _____

Name: _____ Birthdate: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email: _____

Name of Emergency Contact: _____

Relationship: _____ Phone Number: _____

Which of the following apply to you?

- | | | | |
|-------------------------------------|------------------------------------|------------------------------------|-----------------------|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | Hours per week: _____ |
| <input type="checkbox"/> Unemployed | <input type="checkbox"/> Retired | | |
| <input type="checkbox"/> Student | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | |

If currently employed, where: _____

Last Year of School Completed:

College Graduate

High School Graduate

G.E.D.

If a student, what degree are you working toward: _____

School Name: _____ Location: _____

Major: _____ Minor: _____

Program: _____ Anticipated Graduation Date: _____

Previous or present volunteer/intern experience: _____

List community services, social/fraternal, and school organizations that you have participated in, past and present. Please indicate what position(s) you held in these organizations:

Additional Skills: _____

What skills are you hoping to gain from volunteering/interning?

What job (paid or unpaid) have you enjoyed the most and why?

What job (paid or unpaid) have you enjoyed the least and why?

Please rank the type of cases you prefer to work with from most to least (1 being the most and 4 being the least):

Violent Crimes
Family Violence

Child Abuse
Property & Financial Crimes

What style of supervisor do you work well under?

Are you proficient in any other languages?

What are your hobbies and special interests?

How did you hear about the volunteer/intern program?

Are you acquainted with and/or related to any employee or former employee of the Maricopa County Attorney's Office?

I am interested in volunteering/interning at the Maricopa County Attorney's Office because:

What is your level of experience with the following Microsoft programs?

Outlook

No experience Beginner Intermediate Advanced

Word

No experience Beginner Intermediate Advanced

Excel

No experience Beginner Intermediate Advanced

Which days are you available to volunteer/intern?

Monday Tuesday Wednesday Thursday Friday

Our office hours are 8 AM to 5 PM. What are your preferred hours?

Applicant's Signature

Date

Please do not write in shaded area, for office use only:

Interviewed: _____ Accepted: _____ Rejected: _____

Reason: _____

Assigned To: _____ Start Date: _____ End Date: _____

Badge Given: _____

Additional Comments: _____

Total Hours of Volunteer Service: _____