



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 to:
 - 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.

Revised 6/05