

Maricopa County Attorney's Office Application Process for Victim Services Division Volunteers and Interns

1. Individuals who are interested in volunteering or interning must **fully** complete an application, **have it notarized**, and return it to the Victim Services Division at address listed below. All incomplete applications will be returned to applicant without processing.
2. All applications will be reviewed. If deemed initially appropriate for placement in the Victim Services Division, the application will be forwarded to the Administration Division of the Maricopa County Attorney's Office for a background investigation.
3. Upon successful completion of the background investigation, a panel interview will be scheduled at the convenience of the applicant and Victim Services Division personnel.
4. Two or more character references and/or employers listed in the application will be contacted either by phone or by mail.
5. Upon completion of the interview, the applicant is required to complete a drug screening and be fingerprinted through the Maricopa County Sheriff's Department.
6. Once an applicant has been selected for placement with the Maricopa County Attorney's Office, Victim Services Division, they must successfully complete the Victim Services Division training program.
7. Applicants will be notified in writing of acceptance or denial of placement with the Victim Services Division.
8. We reserve the right at any time during the application process or placement to discontinue processing or terminate placement.

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

Mail application to: Maricopa County Attorney's Office
Victim Services Division
Attn: Dolores Ernst
301 W. Jefferson, 9th Floor
Phoenix, AZ 85003