Clifford E. Riedel
District Attorney

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Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY
Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS
Katharine J. Ellison
Andrew J. Lewis
Daniel M. McDonald

Job Description – Juvenile Division Intern/Volunteer

Build your resume, gain experience, volunteer.

Function:
Interns working in the Juvenile Division of the District Attorney's Office provide support to the investigators and community partners who implement the Juvenile Diversion program.

Key Responsibilities:
- Composing correspondence to the parents of juveniles whom are eligible for the Diversion Program.
- Maintaining Diversion case files.
- Preparing the weekly docket and materials needed for the Investigators and Diversion Assessment Deputies.
- Attending weekly Diversion meetings with eligible juveniles and their families.
- Conducting Juvenile Diversion meetings when Investigators determine an Intern is ready.

Qualifications:
- Basic knowledge of the criminal justice system and the law.
- Good communication skills.
- Good computer skills – proficiency with Microsoft Office Suite is imperative.
- Be able to communicate effectively with juveniles, parents, co-workers and law enforcement agencies.
- Hold no preconceived notions of law enforcement or offenders.
- Having an open mind and non-judgmental attitude is essential.
- Should not be afraid to ask questions in order to complete assigned tasks.
- Must understand and follow an ethical code of conduct, including that of confidentiality.
- Should be over the age of 21 and have a valid driver's license.
- **L1 Law students or students seeking degrees in Criminal Justice or Social Work are PREFERRED**.

Supervision: Scott Rogers, Investigator

Training and Support:
- New hire orientation
- On-the-job training that is progressive in nature.
- On-going support is done by the direct supervisor.

Time Commitment:
- The amount of time a Juvenile Intern is needed per week varies.
- Those candidates who can commit to Mondays from 8am-12pm and two partial days (one of which being Thursday afternoon or Friday) for a minimum of **one full semester** are best suited for this position.

Benefits:
- Will gain a greater understanding of the internal workings of the justice system.
- Will have further refined valuable research and clerical skills that can be carried into the future.
- Possible letters of recommendation from professionals.