

**The Pima County Attorney's Office
Volunteer/Intern Program**

Job Descriptions

The volunteer and /or intern must have a good understanding of confidentiality and possess good organizational skills. This is a requirement for all positions.

OFFICE SUPPORT (Clerical/Secretarial training)

Volunteers and/or interns will work with staff members on general filing, pulling reports, separating paperwork, and organizing and distributing paperwork or files. There may be light typing, photocopying, creating labels, setting up files, data entry, and help answering the telephone. There may also be some victim and/or witness contact.

The volunteer and/or intern should have the ability to handle multiple tasks and help to maintain office order and procedures.

DATA ENTRY (Clerical/computer training)

Volunteers and/or interns will perform basic data entry tasks and update records and databases. The volunteer and/or intern may answer telephones as needed. The volunteer and/or intern must be an accurate typist, have accurate data entry skills and some general knowledge of office procedures.

ADMINISTRATION ASSISTANT (Training with Administration)

This volunteer and/or intern will provide assistance to various administrative positions, including: filing, typing, budgeting, human resource issues, and/or assisting with the day-to-day operations of the office.

The volunteer and/or intern should be well organized, able to communicate effectively both orally and in writing, have good computer skills, and be adaptable to any situation regarding administrative needs.