



JUDICIAL BRANCH OF ARIZONA

COUNTY OF MARICOPA

"EQUAL JUSTICE UNDER LAW"

JUVENILE COURT ADMINISTRATION

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Mesa AZ 85210
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Adoptions Unit Internship Description

Primary Duties:

Learn about the juvenile Adoption process in Maricopa County.

Increase knowledge of the Juvenile Court system, adoptions, and adoption certifications.

Become familiar with the Child Welfare and Juvenile Justice systems.

Become proficient in understanding the Juvenile Adoption process and relevant Arizona Revised Statutes in order to communicate and effectively participate in the Adoption Unit setting.

Observe actual courtroom proceedings.

Understand the various roles of the organizations and professionals who work within the system (attorney, adoption agency, Judge, etc.)

Exposure to the Integrated Court Information System used by the Juvenile Court to process cases and view documents

Update the Adoptions Unit database

Observe and assist in answering incoming telephone calls and making outgoing calls

Research special projects as directed by supervisor.

Adapt to working in a fast-paced environment