



## JUDICIAL BRANCH OF ARIZONA

COUNTY OF MARICOPA

*"EQUAL JUSTICE UNDER LAW"*

### JUVENILE COURT ADMINISTRATION

3131 W Durango St  
Phoenix AZ 85009  
Tel: 602.506.4533 ♦ Fax: 602.506.1372

1810 S Lewis  
Mesa AZ 85210  
Tel: 602.506.2544 ♦ Fax: 602-506.6467

### Juvenile Court Administration - Operations Internship Description

*This internship will provide the candidate with direct experience working with Juvenile Court staff, judicial divisions and staff, families, guardians, and agencies which work with the Juvenile Court. Interns will learn how to use computer systems to assist customers and attorneys; answer general questions about the Court and services provided; learn about the multiple case types in Juvenile Court; become familiar with the parties and agencies which participate in Juvenile Court; observe conferences and mediations; and work closely with Juvenile Court Administration.*

#### Primary Duties:

Become proficient in understanding the Juvenile Court processes, case types, and relevant Arizona Revised Statutes.

Become familiar with the Community Services Unit (CSU) and assist customers who are seeking help and community support.

Observe Courtroom calendars, and learn the critical functions of the various court staff (bailiff, clerk, judicial assistant, etc.).

Update Court database on a frequent basis.

Assist court staff, greeting customers, and giving general directions to customers who require assistance.

Understand the various roles of the professionals who work in the dependency and delinquency systems (County attorney, public defender, probation officer CASA, GAL, Judge, Clerk of Court, Attorney General, etc).

Learn collaborative techniques while working for and observing Court staff as well as with outside agencies (Department of Child Safety, Mercy Maricopa RBHA, Juvenile Probation, etc.).

Adapt to working in a fast-paced environment.