

Looking for a quality internship?

Santa Clara County Office of the Public Defender Investigation Internship Program Announcement

Intern Position Title: Public Defender Investigation Intern

This is for an internship for college credit through the Justice Studies Department.

Description of organization: The Office of the Public Defender represents indigent clients charged with criminal offenses and provides them with a competent, vigorous and effective legal defense. The Investigation Division partners with attorney, paralegal and support staff in this endeavor to ensure a high standard of advocacy is maintained.

1. **Typical Tasks:** Assist an investigator with the completion of investigative tasks including serving legal process, obtaining documentary evidence, crime scene examination and evaluation, diagramming, taking evidentiary photographs, locating and interviewing witnesses and producing investigative reports and memos.
2. **Qualifications:** Interest in the criminal justice system, assertive personality, objectivity, good verbal and written communication skills, attention to detail, a valid California driver's license and a good driving record. You will need to provide a copy of your driving record from the DMV if accepted into the program. **All applicants must be over the age of 21.**
3. **Educational Requirements:** A high school diploma or GED and completion of 45 units at the junior college level, 15 of which must be in Administration of Justice.
4. **Training Provided:** Interns work directly with an investigator who acts as their trainer and mentor. Through a combination of observation and hands on training, interns learn how to effectively complete investigative tasks and receive an overview of the criminal justice system from the defense perspective. Based on the amount of time devoted to the internship and demonstrated ability to perform tasks, interns can progress to the level of handling investigation tasks independently.
5. **Time commitment:** 150 hours each semester/12-15 hours per week.
6. **Volunteer site:** Intern staff can be assigned to any of these offices, San Jose, Palo Alto, or Morgan Hill. Students fluent in Spanish, Vietnamese or another language are encouraged to apply.
7. **Number of opportunities available each semester:** This varies based on the Public Defender workload and the number of investigators willing to train interns. Generally, two to four opportunities would be available each semester.

Interested: Contact Carolyn Moe/Supervising Investigator at (408)299-7722 for an application or additional information. Email: Carolyn.Moe@pdo.sccgov.org