



# Arizona Criminal Justice Commission

## LEGISLATIVE INTERNSHIP

The Arizona Criminal Justice Commission (ACJC) Legislative Internship is open to all majors, but candidates must have an interest in the field of criminal justice. This is a temporary full-time internship from January through May working Monday through Friday from 8 a.m. to 5 p.m. without semester breaks. The ACJC Legislative Intern will work on a daily basis with the Public Information Officer (PIO), agency Program Managers, staff and Executive Director, Andrew (Andy) T. LeFevre.

### What You Will Do

The ACJC Legislative Intern will see the legislative process firsthand from the perspective of a criminal justice stakeholder. You will become a valued member of the ACJC team; and

- Attend legislative committee meetings and hearings that include legislators, lobbyists, legislative staff and constituents.
- Assist the Public Information Officer/Legislative Liaison (PIO) with researching and tracking legislation impacting Arizona's criminal justice system; along with monitoring calendars and agendas.
- Write bill summaries and reports on legislation, amendments and meetings.
- Prepare testimony for presentation before legislative committees; plus, proofread agency research, reports, summaries, and press releases.
- Attend stakeholder meetings; and research responses to legislative and constituent inquiries.
- Opportunity to gain experience in a professional environment.
- Given challenging work and frequently asked to contribute their observations, thoughts and suggestions,
- Leave the internship with an intimate understanding of, and appreciation for, the legislative process.

The ideal intern will have the following qualities:

- Possess excellent oral and written communication skills, with the ability to proofread.
- Be proficient with MS Office Suite, such as Outlooks, Word, Excel plus Adobe Acrobat, and Publisher.
- Ability to work independently and in an environment where collaboration is key.
- Excellent Internet research ability and capable of interpreting statistics and research.
- Behave professionally in circumstances where strict etiquette is expected.
- Organizational proficiency, punctual, energetic, observant, and polite.
- Willingness to ask questions and contribute thoughts, observations and suggestions.
- Interest in the legislative process and elements of the criminal justice system, is preferred.

### Legislative Internship Application Process

Please visit [https://provost.asu.edu/gov\\_intern/applying](https://provost.asu.edu/gov_intern/applying) to obtain an application and for more information on the application processes.