

## **Napa County District Attorney Victim Services Division Intern/Volunteer**

---

APPROXIMATE HOURS PER WEEK 16-40  
REQUIRES BACKGROUND CHECK Yes

DEPARTMENTAL DIVISION N/A  
TRAVEL PERCENTAGE 20%

---

### DESCRIPTION:

The Napa County District Attorney's Office Victim Services Division is currently seeking potential intern/volunteer resumes, accompanied by a letter of interest.

Victim Services Intern/Volunteers will obtain an intricate experience and hands on approach to observing and being part of criminal court cases and the process of the criminal justice system. They will have contact with law enforcement agencies, criminal prosecutors, local government and non-profit based advocates and the clients they serve. Most of the clients served, whom are in the process of working through a victimization of violent crime.

The job duties of Victim Services Division Interns/Volunteers consist of: Court Coverage, locating case status/disposition as well as Warrant case status, data entry, assisting with preparation of mailed documents to victim service clients, typing and submitting for California Victims of Crime applications, filling files and documents, photo copying brochures and documents as requested by the advocates and other job duties as assigned and directed.

If you are interested, please submit a resume and an interest letter to:

Napa County District Attorney's Office  
Attn: Jamie Johnson  
931 Parkway Mall  
Napa, CA 94559

### POSITION TITLE:

Full time, Part Time, Internship, Volunteer/Unpaid

### JOB FUNCTION:

Human Resources, Law/Legal Services, Public Service, Psychology

### QUALIFICATIONS:

Outgoing; team player, optimistic, self starter, motivated, social, flexible, able to multi task, leadership skills, bilingual/bi cultural a plus. Must pass a background check.

### LOCATION:

City: Napa  
County: Napa  
State/Province: California

### DESIRED CLASS LEVELS:

Freshman, Sophomore, Junior

### DESIRED MAJORS:

All Majors

### CONTACT INFORMATION:

Jamie Johnson  
931 Parkway Mall  
Napa, CA 94559  
[jamie.johnson@countyofnapa.org](mailto:jamie.johnson@countyofnapa.org)  
707-299-1409

