1. Department: Correctional Health Services – Education and Quality Management

Department Website: https://www.maricopa.gov/1179/Correctional-Health-Services

Project Scope:
Correctional Health Services (CHS) is an industry-leading healthcare organization for the incarcerated population, providing medical, dental, mental health, psychiatric care, and substance abuse treatment. We are accredited by the National Commission on Correctional Health Care (NCCHC). To assist in meeting or exceeding the accreditation standards, CHS seeks an individual interested in research, data collection, nursing informatics, clinical education, and training, and continued quality improvement. The successful intern will support CHS in the re-design and implementation of our Clinical Education and Patient Information systems. This will include information gathering as well as collaborating with medical, dental, and mental health providers, nursing staff, leadership, and the Education and Quality Management teams. The intern will assist in developing resources that will ensure our patients are provided the best care possible and that staff receive high quality training in compliance with our accreditation standards. Other projects may include supporting employee onboarding and survey and systems analysis for Continuous Quality Improvement.

Candidate Preferences:
While an interest in healthcare is not a specific requirement, the ideal candidate should be interested in serving the needs of a special population. We are looking for data collection and analysis skills, an interest in clinical education and training, as well as informatics design and the ability to work with a diverse professional team. All degree fields are encouraged to apply but preference will be given to students seeking careers in nursing, mental health, social work, government, or justice service. This position will work safely within the Maricopa County jails and candidates must pass a background check completed by the Maricopa County Sheriff’s Office.
2. **Department: Correctional Health Services**

   **Department Website:** [https://www.maricopa.gov/1179/Correctional-Health-Services](https://www.maricopa.gov/1179/Correctional-Health-Services)

   **Project Scope:**
   CHS would expect to accomplish the following outcomes: the social work intern to learn how to work within integrated healthcare clinical settings, learn how to work with multiple disciplines including medical, nursing, psychiatry, and custody, learn how to manage mental health care within a correctional setting, learn therapeutic interventions with clients who are generally resistant to mental health treatment, learn crisis intervention with an emphasis on suicide risk assessment with assistance from licensed clinicians, and learn how to document and chart in a forensic setting on electronic health records.

   **Candidate Preferences:**
   The desired competencies and skillsets for the incoming intern should be the following: an openness to feedback and constructive criticism; the intern must know how to follow rules for safety of self and of the institution; the intern should be flexible as circumstances change rapidly in correctional settings; and the intern must have healthy personal boundaries.

3. **Department: Facilities Management – Design Division**

   **Department Website:** [https://www.maricopa.gov/2127/Facilities-Management](https://www.maricopa.gov/2127/Facilities-Management)

   **Project Scope:**
   - Space Standards - Build upon space templates created by a previous intern for common county spaces with typical furniture, power, lighting, finishes, and sizes.
   - Produce 3D renderings of interior spaces for requestor visualizations.
   - Attend project scoping walks, to take notes and field measurements as needed and assist with space plans, layouts, and drawings on various user requested tenant improvements.
   - Attend construction site observations and assist with finish selection and detailing for in-house designed projects.

   **Candidate Preferences:**
   - Working knowledge of AutoCAD and Bluebeam or other PDF mark-up software.
   - Experience with 3D modeling software.
   - Additional experience with other graphic design programs to create presentations is preferred.
   - Working toward a degree in Architecture, Planning, Interior design or a closely related field.
4. **Department Name:** Department of Transportation - Systems Planning  
**Department Website:** [https://gis.maricopa.gov/TSP2040/](https://gis.maricopa.gov/TSP2040/)

**Project Scope:**  
Develop Geographic Information System (GIS) layer of Planning Projects to assist in identification of previously analyzed areas and allow information to be utilized for future projects. This will include mapping, research, fact finding, coordination, and file management.

**Candidate Preferences:**  
GIS experience/training/education

5. **Department:** Public Fiduciary  
**Department Website:** [https://www.maricopa.gov/500/Public-Fiduciary](https://www.maricopa.gov/500/Public-Fiduciary)

**Project Scope:**  
Passionate to serve the underserved? Interested in engaging with a broad cross section of social work related services? An internship with the Maricopa County Public Fiduciary (MCPF) may be perfect for you! MCPF serves as guardians and conservators for incapacitated adults, which means we are involved with many aspects of our wards’ lives, from coordination of medical and/or behavioral health care, working with hospitals on appropriate discharges into the community, engaging in advocacy on behalf of our wards, obtaining benefits such as AHCCCS, ALTCS, DDD, Social Security, RBHA/SMI, case management skills, and problem solving in real world situations. Interns with Public Fiduciary will be able to gain exposure to all of these areas as they work with fiduciary staff to make an impact to the daily lives of incapacitated adults.

**Candidate Preferences:**  
Interns with Public Fiduciary should expect a mixture of in-office and in the field experiences in a variety of professional settings, and business casual level of dress. Preferred skill sets include demonstrated written and oral communication skills, organization and time management skills, and a passion for helping people. Note: work may include traumatic subject matter, such as reports describing abuse, neglect, or exploitation of the vulnerable. **Seeking two interns.**
6. **Department:**

**Judicial Branch of Arizona in Maricopa County - Data Integrity and Analytics**

Department Website: [https://superiorcourt.maricopa.gov/](https://superiorcourt.maricopa.gov/)

**Project Scope:**

The Judicial Branch of Arizona in Maricopa County’s Data Integrity and Analytics (DIA) Department has teams that work with and support Superior Court, Adult Probation (APD), and Juvenile Probation (JPD). These teams provide a unique learning environment for individuals interested in the criminal justice system. All DIA teams are engaged in multiple decision-making points throughout the criminal justice process and provide a variety of services that contribute to each Department’s mission along with the mission of the Judicial Branch. There is a significant amount of collaboration that occurs between the DIA teams and the leadership within the Adult Probation Department, Juvenile Probation Department, as well as the court departments within the Branch. The DIA intern will have the opportunity to be involved in multiple projects within each of the three DIA teams.

**Potential projects include:**

1. **Help develop and implement evaluation, data collection and quality assurance plans, to allow for ongoing monitoring of APD programs.** Potential programs include the implementation of the Department’s “Key Behavioral Indicators and Key Performance Indicators” which represents the next stage of evidence-based practices used by the Department in measuring outcomes and program effectiveness; specialty courts such as domestic violence court, mental health court, or Veterans court; or specialized populations such as SMI or sex offender. Educational Outcomes: This project will expose the intern to the research that contributes to the body of evidence-based practices and the strategies used by probation officers to interact with and supervise individuals on their caseloads, as well as the types of programs available through the MCAPD. The intern will also have an opportunity to develop research and evaluation skills such as how to develop a logic model, how to develop an evaluation plan, what questions to ask and how to implement data collection protocols for ongoing monitoring of program performance. The intern will also assist in quality assurance activities. Project Outcomes: The intern will help the Department ensure that plans are in place for ongoing review of the performance of key programs and supervision strategies.

2. **The intern will assist in compiling information to report on performance measures for the Department’s strategic goals.** Educational Outcomes: This project will expose the intern to the elements of a strategic plan and the strategies involved with collecting and reporting data on key performance measures. The intern will develop an understanding of the importance of being strategic and in using information to make data driven decisions that inform department policies and operations. The intern will also participate in presenting the results to key members of the management team, learning how to communicate critical information to leadership. Project Outcomes: Maintain ongoing data collection and reporting on key performance measures for strategic goals.

3. **Assist the Superior Court with supporting the analytical needs of all five departments in the Superior Court: Civil, Criminal, Family, Juvenile, and Probate/Mental Health. Educational Outcomes.** Routine responsibilities of the Superior Court team include conducting research, compiling data,
Judicial Branch of Arizona in Maricopa County - Data Integrity and Analytics

Continued

Potential projects continued

writing reports and summaries, distributing information, and providing recommendations for process improvements. At any given time, the team is involved in a number of projects on topics of interest and value to the Branch. The intern will be exposed to aspects of project management associated with department projects including participation in meetings, problem solving, data collection and reporting. The intern will also learn about the importance of meeting critical deadlines. Project Outcomes: The intern will provide support to staff in the team throughout the projects.

4. Assist in ongoing data quality projects Educational Outcomes: The Judicial Branch of Arizona in Maricopa County is a data-driven organization that relies heavily on data to make informed decisions to guide supervision practices. It is critical to the department that the data maintained in department databases is accurate and of high quality. The intern will assist in projects designed to ensure the ongoing quality of the data used in department reports that go to both internal and external stakeholders. The intern will learn quality assurance processes. The intern will also learn valuable communication skills as necessary changes are communicated to staff. Project Outcomes: The intern will provide support to the DIA teams to ensure high levels of data quality are maintained.

5. Assist the JPD team with a review of existing reporting and the identification and development of new routine reporting to support the management needs of the JPD leadership team. Educational Outcomes: This will expose the intern to the full array of functions within JPD and allow for an exploration of the reporting needs of the different areas. The intern will be exposed to aspects of project management associated with department projects including participation in meetings, problem solving, data collection and reporting. The intern will also learn about the importance of meeting critical deadlines. Project Outcomes: The intern will work with JPD team and JPD staff to outline and create needed reporting.

6. Assist the JPD team in an assessment of the utilization of the statewide Recommendation Matrix and the relevant outcomes. Education Outcomes: The intern will be encouraged to experience the full investigative/pre-disposition process within JPD and will work with DIA staff to identify the data needed to conduct a full assessment.

Project Outcomes: The intern will collaborate with DIA staff to begin the assessment and complete the initial work. The position of the internship will primarily be within the DIA Superior Court Team but will be working with all DIA teams. This will provide the intern a unique opportunity to be exposed to all of the different roles and responsibilities within the Judicial Branch and learn more about the support that is needed for those engaged in direct service delivery. In addition to the projects described above, the intern will also have the opportunity to observe a variety of job functions within the Judicial Branch. This may include initial appearance court, pretrial supervision, presentence, specialty courts (e.g. Drug Court), field supervision and probation violation court. There will also be opportunities to contribute to Department publications, such as the Adult Probation quarterly newsletter, the Chronicle. This internship will expose the intern to real world experience as a Research Assistant, Data Management Analyst, and a Business Intelligence Analyst within all aspects of the Judicial Branch of Arizona Maricopa County.
Continued

Candidate Preferences:
Many of the programs within the Watts College of Public Service and Community Solutions (e.g. School of Criminology and Criminal Justice, School of Public Affairs, School of Social Work), the College of Liberal Arts and Sciences (e.g. Civic and Economic Thought and Leadership, Computational Mathematical Sciences, Data Science, Economics, Justice Studies, Sociology), the College of Interdisciplinary Arts and Sciences, and the W.P. Carey School of Business (e.g. Business Administration, Business Data Analytics, Management, Public Service and Public Policy, Statistics), would be relevant to this, but the internship is not limited to individuals seeking those degrees.

It is important that the individual have demonstrated verbal and written communication skills. The individual should have an interest in data – this includes conducting analysis of quantitative data and using data to help make informed-decisions. We are also looking for an intern that is open to learning, is able to work independently when given direction and also be part of a team. Professionalism is also important (e.g. timeliness, appearance, etc.). Overall, we would like someone who has a genuine interest in the work done by the Judicial Branch of Arizona in Maricopa County.

7. Department: Maricopa County Assessor’s Office

Department Website: https://www.mcassessor.maricopa.gov/

Project Scope:
This intern would lay the groundwork and document a project to investigate, identify, and eliminate parcel fabric errors caused through the process of migrating our fabric into ArcGIS Pro. The project scope consists of investigating the parcel fabric to prioritize and further research discrepancies from migration, identifying workable issues, and perform corrections in our GIS system. Documenting this process will allow correction work to be identified and undertaken by staff in the future.

Candidate Preferences:
Preferred candidates are enrolled in a GIS program or pursuing a GIS certificate.

8. Department: Maricopa County Department of Emergency Management

Department Website: ready.maricopa.gov

Project Scope:
The selected intern will learn all emergency management phases and activities to become an Emergency Management Coordinator. The intern will assist in development of the flood and wild land fire exercises, participate in multiple large scale radiological/nuclear preparedness exercises, and take part in local, state, and online trainings. The intern will assist in providing training to emergency operations center staff and assist the Public Information Officer with public education materials for social media posts.

Candidate Preferences:
Successful candidates for consideration will have proven communication skills to include written, interpersonal, and public speaking. They should be highly motivated with an interest in an Emergency Management Career and have the initiative to take on projects and assignments without prompting, based on interest. Graduate students are preferred but the right undergraduate can be successful.
9. **Department:** Maricopa County Recorder’s Office, External Affairs

**Department Website:** [https://recorder.maricopa.gov/](https://recorder.maricopa.gov/)

**Project Scope:**
As an intern, you will be an active participant in the elections process for the 2024 Presidential Preference Election, where members of recognized political parties vote on their preferred presidential candidate.

The MCRO is responsible for maintaining the Maricopa County voter registration records and for administering over elections in partnership with the Board of Supervisors. As an intern, you will assist in and observe the elections process from beginning to end, from voter registration to early voting, Election Day voting, tabulation (the counting of ballots), certification of election results, and more. You will also assist with constituent communications, where you will provide information directly to Maricopa County residents through in-person and digital communications. Through these communications, you will develop the skills to connect government to the people, providing a bridge where constituents can access services as well as submit feedback to their government officials.

The intern will be provided with the opportunity to attend, staff, and prepare for a multitude of events where the intern can learn and interact with various community members and subject matter experts. For certain events, the intern will work closely with the Recorder, an elected official.

The Maricopa County Recorder’s Office is dedicated to the development of professionals in the field of public service. The MCRO will work closely with the intern to develop their growth, providing them with additional, supplementary projects based on the intern’s specific interests and career goals.

**Candidate Preferences:**
The Maricopa County Recorder’s Office welcomes applicants from all backgrounds and academic disciplines who are interested in pursuing a career in public service. The ideal candidate and intern demonstrates strong communication skills – writing and interpersonal, computer and organizational skills. **Seeking two interns.**

10. **Department:** Office of the Maricopa County School Superintendent

**Department Website:** [http://schoolsup.org](http://schoolsup.org)

**Project Scope:**
Intern will assist Director of Government & Public Relations with 2024 legislative agenda and efforts at the Arizona Legislature. In addition, intern will assist with other intergovernmental relationship activities including state, county, and local school district entities. Intern will also assist with public and media relations opportunities. Intern should expect other MCSS experiences such as research, community outreach, elections, and a variety of other MCSS statutory and service functions.

**Candidate Preferences:**
Intern should be organized and be able to write and communicate well; Intern should have basic knowledge and understanding of public policy and advocacy, government operations and/or public, social or media relations.
11. Department: Office of the Public Defender

Department Website: https://www.maricopa.gov/558/Public-Defender

Project Scope:
The Office of the Public Defender would like to collaborate with a MCLEAPS intern for the creation of an electronic mitigation and reference guide to assist in onboarding new mitigation specialists along with reference material for attorneys or other staff for commonly used mitigation materials and community and probation resources. This guide would provide the various process and best practices for the various mitigation cases handled by this team. It would breakdown the best practices to include some of the specialized cases which are part of their workload, for example, juvenile in adult court cases, reentry, homicide, etc. to create a consistent approach which can evolve over time to meet the needs of our representation team and to adapt to any criminal justice system changes.

In addition to memorializing those important processes, we would like to create a reference guide for all members of the defense team to review and guide them when not coordinating with a mitigation specialist. It would include ideas on how to build rapport for the mitigation interview, community and probation resources and programs along with research regarding mitigation topics to help enhance our office’s representation by sharing the knowledge of the team in this guide.

The intern would be collaborating with the mitigation supervisor and the rest of the team on enhancing the outline of this reference manual by reviewing and organizing the material which has been collected to start the project. The intern’s final project would be a final draft of an initial electronic mitigation team guide and reference notebook.

Candidate Preferences:
Our office believes our ideal individual could come from any of the programs in the Watts College of Public Service and Community Solutions because our office has individuals with degrees and interests in social work, criminal justice, public affairs and community resources and development. The recruitment for this internship should list the following desired skills: creativity, collaboration, interest in understanding processes along with good verbal and written skills with an ability to work independently after given direction and the ability to work collaboratively with mitigation team. We want this individual to be open to learning, with professional skills and a genuine interest in the court system and the mission of the Maricopa County Office of the Public Defender.
12. **Department:** Office of Enterprise Technology, Geographic Information Systems

**Department Website:** [gis.maricopa.gov](http://gis.maricopa.gov)

**Project Scope:**

The primary scope of this internship will be to support Planning and Development Geographic Information Systems (GIS) projects. In this role, the Intern will edit GIS data and develop cartographic products for the Planning and Development department. This learning opportunity will expose student to the development process, including planning, zoning, and drainage review. Intern will have the opportunity to practice using Esri products including ArcPro and ArcGIS Online.

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- **Updating zoning, land use, and case feature classes.** Skills required/taught - point and polygon feature editing, attribute editing, COGO editing.
- **Assisting in update of historic case feature class.** Skills required/taught - polygon feature editing, attribute editing.
- **Create cartographic products related to Planning and Development cases.** Skills required/taught - digital cartography.
- **Ad hoc geographic analysis.** Skills required/taught - data analysis.

**Candidate Preferences:**

- Currently enrolled in a bachelor’s or master’s degree program at ASU
- Completion of at least two years of college level coursework; junior standing or higher
- Some GIS coursework or experience