



# MCLEAPS Fall 2024 Internship Proposals (10)

Learn about the MCLEAPS Internship Program, eligibility and benefits here - <https://publicservice.asu.edu/mcleaps-internships>

1

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**OFFICE/DEPARTMENT NAME:** Department of Emergency Management - Operations  
**OFFICE/DEPARTMENT WEBSITE:** <https://www.maricopa.gov/999/Emergency-Management>  
**SUPERVISOR:** Richard Turner, Emergency Services Coordinator

## ABOUT

Are you ready to help your community prepare for a large-scale emergency? We are looking for motivated individuals to rise to the occasion!

Maricopa County Department of Emergency Management prepares for, responds to, and recovers from large-scale community disasters. Some of our partners include local and state governments, industry leaders, universities, and community organizations active in disaster. Our department embraces cutting edge technologies and innovative partnerships to bring unique solutions to complicated problems. Join our team to continue our efforts keeping our residents safe from disaster!

## PROJECT SCOPE & INTENDED OUTCOMES

Selected Intern will assist in exercise design and development of two full-scale exercises to support the Radiological Emergency Preparedness (REP) Program. The selected candidate will participate in training, planning, and exercises to include wildland fire and Palo Verde response incidents. The selected intern will learn all aspects of our Emergency Management Coordinator position to support their entry into the Emergency Management career field. Intern will develop social media stories highlighting the Department's preparedness activities to support the REP Program.

## PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS

Preferred candidate will be a graduate student in the Emergency Management or Public Administration programs with a desire to work in Emergency Management in the public sector. Motivated undergraduates are invited to apply. Teamwork, written and oral communication, and motivation to learn and grow are all key competencies for this position.

2

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**OFFICE/DEPARTMENT NAME:** Department of Transportation – Pavement Management  
**WEBSITE:** <https://www.maricopa.gov/5307/Transportation-MCDOT>  
**SUPERVISOR:** Corinne Colon

## ABOUT

We value your time. The time with your family. The time you spend on the road. And the time you spend making a difference. At the Maricopa County Department of Transportation, we provide connections that improve people's lives. By combining innovative technologies with the vast talent of our employees, we plan for future needs and operate a transportation system with the community in mind. If you are interested in contributing to the community in which you work, live, and play - join our team and help us build connections.

## PROJECT SCOPE & INTENDED OUTCOMES

Selected MCLEAPS Intern will review construction plans, perform field verifications, and update inventory for roadway signage constructed as part of Transportation Improvement Plan (TIP) Projects. Intern will review Intergovernmental Agreements (IGAs), enter geospatial data, and update the Department's asset management system. Intended Outcomes: MCDOT will achieve geospatially located IGA information and an updated sign inventory. MCLEAPS Intern will build skills and become adept at reading construction plans and exhibit maps, field verifying plans, updating databases and utilizing GIS skills.

## **CONTINUED - Department of Transportation – Pavement Management**

### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Desired candidate will have an interest in transportation construction projects and transportation systems management. Successful candidate will have experience in reviewing and interpreting construction plans and maps through coursework or other relevant activities. Preferred candidate will have some experience in one or more of the following: Computer-Aided Design and Drafting (CADD), land survey or Geographic Information Systems (GIS) software programs, and/or asset/pavement management applications.

**3**

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**OFFICE/DEPARTMENT NAME:** **Human Resources – Correctional Health Services**

**WEBSITE:** <https://www.maricopa.gov/5264/Human-Resources>  
and <https://www.maricopa.gov/1179/Correctional-Health-Services>

**SUPERVISOR:** Julie Garrity, HR Manager

### **ABOUT**

We lead. We innovate. We make government better! We are Maricopa County Human Resources, transforming government jobs to feel like anything but government.

Our HR professionals are committed to collaborating with County leadership, employees, and citizens to create a work environment characterized by trust, integrity, and innovation. We understand that people are more than professionals, which is why we strive to help our employees maximize their full potential both in life and the workplace. Our work culture seeks to enrich our employees' lives through additional education, benefits, wellness, and employment. We lead the way with outside-the-box solutions while providing best-in-class HR service.

### **PROJECT SCOPE & INTENDED OUTCOMES**

The selected Intern will support the Maricopa County Human Resources professionals assisting the Correctional Health Services division with the onboarding process by providing details and writing standard operating procedures (SOPs) for the department onboarding procedures. Intern would learn about various aspects of the Human Resources function within a government agency.

### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Successful candidates will provide examples of written communication skills applicable to drafting written materials clearly outlining standard procedures, and ability to work with and communicate effectively with others to learn about and document department processes. Study of human resources management or public administration is a plus.

**4**

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**OFFICE/DEPARTMENT:** **Enterprise Technology & Innovation - Geographic Information Systems**

**WEBSITE:** <https://www.maricopa.gov/1500/Enterprise-Technology-Innovation>

**SUPERVISOR:** Shiloh Johnson, GIS Program Manager

### **ABOUT**

If you are looking for a career in a dynamic organization that embraces a can-do spirit - Look at Maricopa County OET! We are a team that prides ourselves on leveraging technology to create digital transformations. We look for ways to bring about innovative solutions while providing top-notch customer service. Apply today and become part of the team that makes a lasting impact on the future of technology at Maricopa County.

### **PROJECT SCOPE & INTENDED OUTCOMES**

The selected MCLEAPS Intern will edit GIS data and develop cartographic products for the Planning and Development department. The Intern will learn about the Development processes, including planning, zoning, and drainage review. The Intern will have the opportunity to practice using Esri products including ArcPro and ArcGIS Online, as extension of classroom learning or new learning.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:** Candidate preference for ASU students with an interest in learning and using Geographic Information Systems (GIS) for high impact professional work. An introductory class or experience in GIS would be beneficial and further qualify the candidate

**OFFICE/DEPARTMENT NAME:****Juvenile Probation****WEBSITE:**<https://superiorcourt.maricopa.gov/departments/probation-offices/juvenile-probation/>**SUPERVISOR:**

Yami Martinez - Volunteer &amp; Intern Program Coordinator

**ABOUT**

The Juvenile Probation Department of the Judicial Branch of Arizona in Maricopa County is dedicated to providing innovative and efficient juvenile justice services grounded in evidence-based practices and research. These services improve the safety of our community, hold youth accountable through developmentally appropriate orientation, and ensure the public's trust and confidence in the Judicial Branch. Join our Juvenile Probation Department in its mission to promote public safety through positive change as we connect youth to the community and provide opportunities that are delivered with fairness, dignity, and respect

**PROJECT SCOPE & INTENDED OUTCOMES**

The MCLEAPS intern will engage in hands-on experiences with the three bureaus of the Maricopa County Juvenile Probation Department – learning about the Administrative Services Bureau, Detention Services Bureau, and Community Supervision Bureau, and how the units work together to accomplish the mission and vision of the Juvenile Probation Department. Interns will be able to choose work on multiple projects and initiatives that may closely match their professional goals and interests. Example projects and learning opportunities may include: The Hope Closet, Journey.do supports, ride-along visits with field officers, Teen Court, and the Detention Tutoring Program.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Successful candidates will be required to pass an additional - basic criminal- background check prior to official confirmation to serve as a MCLEAPS Intern for this department.

We are seeking ASU students who have a passion for working with justice-involved youth. All interested candidates pursuing a degree in Criminal Justice, Social Work, Education, Public Administration, Public Policy, Communication, Content Creation and/or Journalism who can provide examples of relevant skills will be considered. Successful candidates will be ambitious, motivated and self-driven, with diverse skill sets. Our desired competencies include: organization and project management skills, critical thinking and decision making skills, and effective communication skills. Team-oriented individuals open to feedback, collaboration and coaching will succeed in this internship. Flexibility, patience and empathy for others will help the selected intern thrive.

**OFFICE/DEPARTMENT NAME:****Office of Procurement Services****WEBSITE:**<https://www.maricopa.gov/2087/Procurement-Services>**SUPERVISOR:**

Joey M. Molina, Procurement Manager

**ABOUT**

We are an award-winning central agency whose goal is to ensure that all the departments within Maricopa County get what they need and when they need it to serve our community best. The Procurement Team is responsible for the County's records management, contract compliance, and purchase card program administration.

Join our committed team of professionals in making sure all the County's departments get what they need to deliver the right service at the right time and the right price.

**PROJECT SCOPE & INTENDED OUTCOMES**

The Office of Procurement Service provides innovative, cost-effective and quality services to County Agencies through a strategic and systematic approach to procurement. The selected MCLEAPS Intern will work with them to identify contractual needs through a formal procurement process. Work activities and learning may include but is not limited to importing COI documents into our content management application and assigning keyword and index values, and establishing reports to notify of expiring certificates of insurance, thereby improving tracking and avoiding expiring insurance for contractors, in order to minimize exposure to liability for the county.

## **CONTINUED - Office of Procurement Services**

### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

OPS is seeking a highly motivated individual that is seeking to learn how the dynamics of government procurement work through our Departments that have a direct impact on services for County residents and citizens. Candidates with demonstrated computer savvy and understanding of content and file management will be successful. Successful candidate will provide examples of ability to manage competing priorities and switch gears fairly quickly, and show ability to manage time and work well independently.

7

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**OFFICE/DEPARTMENT NAME:** **Office of the Public Defender**

**WEBSITE:** <https://www.maricopa.gov/558/Public-Defender>

**SUPERVISOR:** Jennifer Gebhart, Mitigation Specialist Supervisor

### **ABOUT**

Join one of the largest Public Defender offices in the country. We provide innovative, client-centered legal representation in the full range of criminal matters to clients unable to afford representation. Our attorneys and staff are dedicated to treating our clients with respect and dignity as we defend their constitutional rights in a court of law. This is a fast-paced department with an opportunity to make a difference in the lives of the people we serve.

### **PROJECT SCOPE & INTENDED OUTCOMES**

The primary project for the selected MCLEAPS intern will be to collaborate with the office to continue our progress of completing an electronic mitigation and reference guide to assist in onboarding new mitigation specialists along with reference material for attorneys or other staff who would value and use mitigation materials, including community and probation resources. The project began this spring with the current MCLEAPS Intern, and the vision is going to take more time to get to a final complete product. We have organized the various materials to be included in the guide, but will only have some sections completed before the end of the semester. Our Fall 2024 intern would work to complete the section for mitigation specialist onboarding. This project would breakdown the best practices, to include some of the specialized cases which are part of the Specialist's 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 these 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 MCLEAPS Intern will collaborate with the mitigation supervisor and the rest of the team on enhancing the outline of the reference guide by reviewing and organizing the material which has been collected for the project. In addition, the MCLEAPS Intern will participate in multiple learning opportunities within the public defender's office, shadowing members of the mitigation team and learning about other work/positions of interest. We facilitate educating the Intern about the mission of our office and how our entire team is a part of the mission. Interns will also be introduced to other departments and positions connected to the court system for a balanced and enhanced experience with us.

### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

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. Liberal Arts students with interest in law or human services, or work with particular populations and social issues may also be successful.

For a successful application interested students should demonstrate the following skills: creativity, collaboration, and interest in understanding processes, along with effective verbal and written communication skills. Importance is also placed on the ability to work independently after given direction and the ability to work collaboratively with the mitigation team. The successful individual will 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.

**OFFICE/DEPARTMENT NAME:** **Office of School Superintendent**

**WEBSITE:** <http://schoolsup.org>

**SUPERVISOR:** Shane Wikfors / Director, Government & Public Relations

#### **ABOUT**

The Office of the School Superintendent is responsible for providing services that support school governing board elections, bond and override elections, appointments, school finance, and maintain homeschool and private school records. The Superintendent leverages the office to strengthen teacher's voices, increase respect for the education profession, and create resources that expand the capacity of teachers, administrators, and support staff.

#### **PROJECT SCOPE & INTENDED OUTCOMES**

The intern will gain important knowledge and experiences related to public service within the office of the Maricopa County School Superintendent. This will include assisting with statutory responsibilities such as school district bond and override elections and school finance support. In addition, the intern will learn and assist MCSS in the role of strengthening teacher voice, increasing respect for the education profession, and creating resources that expand the capacity of teachers, administrators and support staff. The intern will support with a range of activities that support these pillars of MCSS while gaining experience across departments. This will include data research, community outreach, resource development, and assistance with public and media relations events. Finally, intern will have access to a county-wide elected official and executive team members as they carry out statutory roles and responsibilities.

#### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Intern should be organized and be able to write and communicate well; Intern should have basic knowledge and understanding of government roles, functions, operations, protocols, service; Intern should understand the use of technology, data and social media platforms.

**OFFICE/DEPARTMENT NAME:** **Public Fiduciary**

**WEBSITE:** [www.maricopa.gov/pubfid](http://www.maricopa.gov/pubfid)

**SUPERVISOR:** Carla Truman, Fiduciary Supervisor

#### **ABOUT**

Join the Maricopa County Public Fiduciary (MCPF) and make a difference in the lives of Maricopa County's most vulnerable adults. Our dedicated team of professionals provides compassionate guardianship, conservatorship, and decedent services for those vulnerable adults who do not have another person or agency willing to serve. We are looking for individuals who are passionate about helping others and who are interested in innovative and collaborative efforts to meet the needs of this growing population.

#### **PROJECT SCOPE & INTENDED OUTCOMES**

Passionate to serve the underserved? Interested in engaging with a broad cross section of social work related services? A MCLEAPS Intern 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 engage in all of these areas as they work with fiduciary staff to make an impact to the daily lives of incapacitated adults.

Interns with Public Fiduciary should expect a mixture of in-office and in the field experiences in a business casual level of dress and in a variety of professional settings.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:** Successful candidates will provide examples of preferred skill sets include effective written and oral communication skills, demonstrated time management skills, and a passion for helping people. Disclaimer: Work-learning may include traumatic subject matter, such as reports describing abuse, neglect, or exploitation of the vulnerable.

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**OFFICE/DEPARTMENT NAME:** **Recorder's Office, External Affairs Department**

**WEBSITE:** <https://recorder.maricopa.gov/>

**SUPERVISOR:** Ilene Haber, Director of Constituent Services

#### **ABOUT**

The Maricopa County Recorder's Office is responsible for recording all documents required by law to be made public record, including documents related to real estate transactions. Since August of 1999, we have accepted [documents electronically](#), and currently, over 93% of all documents are submitted this way. We continue to remain at the forefront of e-government. Data including our first recording on June 5, 1871, can be located on our website. We are proud of the many [awards and recognitions](#) we have received and that we are considered by many to be the premier recording office in the country.

#### **PROJECT SCOPE & INTENDED OUTCOMES**

As a MCLEAPS intern, you will be an active participant in the elections process for the 2024 November General Election, where Maricopa County voters will vote for offices including President of the United States, U.S. House of Representatives, State Legislators, and county-level elected officials. The MCRO is responsible for maintaining the Maricopa County voter registration records and for administering elections in partnership with the Maricopa County Board of Supervisors.

Intern 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. Interns will also assist with constituent communications, where the intern will provide information directly to Maricopa County residents through in-person and digital communications. Through these communications, the intern 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.

Additionally, 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 interns 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, providing additional and supplementary projects based on the intern's specific interests and career goals.

#### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

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 intern candidate demonstrates strong communication – writing and interpersonal - skills, provides example of computer and organizational skills. Additionally, the ideal intern candidate is someone who has a desire to study and engage with the electoral process.