

Orange County District Attorney

401 Civic Center Drive West

Santa Ana, California 92701

www.orangecountyda.org

COMPANY DESCRIPTION

The mission of the Office of the District Attorney of Orange County is to enhance public safety and welfare and create a sense of security in the community through the vigorous enforcement of criminal and civil laws in a just, honest, efficient and ethical manner.

DUTIES & RESPONSIBILITIES

Interns in the Public Affairs Unit are responsible for providing the public and media with critical and accurate information regarding significant cases, public safety, special events, and the criminal justice system. Interns will be exposed to all aspects of public relations and its vital role in the District Attorney's Office.

Job responsibilities include:

- Editing press releases
- Training to write press releases
- Clipping and archiving broadcast media coverage
- Assisting with general daily office and administrative duties
- Answering phones
- Assisting with Office special events and press conferences
- Attending court proceedings

QUALIFICATIONS & REQUIREMENTS

The Public Affairs Unit desires interns who are intelligent, motivated students who are eager to learn and able to work in a fast-paced environment. Candidates must be reliable and possess a professional work ethic. Having excellent computer skills with basic experience using computer editing programs is preferred but not required.

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Recruitment opportunities for internships are posted approximately one month prior to the beginning of a semester or shortly after the beginning of the semester. Applications are available year-round.

CONTACT INFORMATION

For More information please contact Chris Kim at chris.kim@da.ocgov.com or 714-347-0579 You can also visit their website at www.orangecountyda.org.