

Arizona Legislative & Government Internship Program

Internship Descriptions

ARIZONA GOVERNOR'S OFFICE

1700 West Washington
Phoenix, Arizona 85007

Interns in the Governor's Office become an integral part of Governor Doug Ducey's executive team and gain an unparalleled, fast-paced experience in state government. Interns track legislation as it is heard in committee, discussed in caucus, debated on the floor of the House of Representatives and the Senate, and finally as it makes its way to the Governor's desk. Interacting closely with Governor's staff and policy advisors, interns report back their daily findings at the Legislature, playing an important role in the process that decides whether or not the Governor signs or vetoes a bill.

More about interning in the Governor's Office:

- Gain a personalized experience: only a handful of interns are selected to work in the Governor's Office.
- Interact with the entire legislative process first hand: Interns' primary responsibilities are to monitor legislative hearings and legislative activity.
- Develop an in-depth knowledge on a wide range of Arizona issues: Governor's interns split up each day's committee assignments, covering numerous committees over the course of the internship.
- Be part of a dynamic team: Interns rotate daily responsibilities and work together collaboratively to accomplish goals.
- Learn how bills affect various state agencies and stakeholders at weekly meetings with agency legislative liaisons.
- Witness how the Governor's Office operates on a day-to-day basis in governing the State
- Intern responsibilities include: preparation of the bills for the Governor's review, compilation and summarization of all relevant data for each bill and, upon the signature by the Governor, transmittal of the bills to the Secretary of State.
- Have a hand in carrying out the Governor's policy priorities: Interns' notes are transmitted to policy advisors, helping them weigh the merits and consequences of legislation and make recommendations to the Governor.
- When time permits, interns attend periodic activities with the Legislative interns: guest speakers are invited and occasional field trips are scheduled to various state agencies to provide a broader understanding of the Executive, Legislative and Judicial branches of government.

ARIZONA STATE LEGISLATURE

1700 West Washington
Phoenix, Arizona 85007
<http://www.azleg.gov/>
Contacts: internships@azleg.gov

See what's behind the headlines: Interns at the Arizona State Legislature participate in the legislative process in a fast-paced, exciting atmosphere at the State Capitol. Serving on non partisan, Republican or Democratic staff, our Interns experience firsthand the process, conversations and late nights that create legislation and public policy for the entire State of Arizona. Unlike other Arizona political internships where note-taking and observing are the main duties, Legislative Interns speak and work with lawmakers, lobbyists and committees, getting an exclusive, behind-the-scenes perspective on Arizona politics that is unparalleled to any other internship.

Selected university student interns work full time, at least 8:00 a.m. to 5:00 p.m. in the Arizona State Senate or House of Representatives. The internship coincides with the Spring semester. Depending on their placement, interns work with partisan staff on issues important to their respective parties or analyze public policy for members of a legislative committee (e.g. health & human services, education, environment or criminal justice policy). Duties may include conducting research, writing legislative summaries, presenting in committee hearings, briefing senators and representatives, preparing amendments and communicating with legislators and constituents.

Work in a vibrant, dynamic environment where you gain skills that last a lifetime! We are looking for university students with excellent written and oral communication skills, a positive attitude, and the ability to work independently or as part of a team. Students from all majors are encouraged to apply and no prior knowledge or experience with the legislative process is necessary. Your supervisor serves as mentor and teaches you everything you need to know.

Participate and witness Arizona history in the making! Talk to your university intern coordinator for more information, but most importantly, **APPLY NOW!**

ARIZONA SUPREME COURT

Administrative Office of the Courts
1501 West Washington
Phoenix, Arizona 85007
<http://www.azcourts.gov>

Two temporary, full-time, paid legislative internship positions are available at the Arizona Supreme Court, Administrative Office of the Courts, in Phoenix. Interns assigned to the Supreme Court will work on behalf of the judicial branch at the legislature.

ARIZONA SUPREME COURT (CONTINUED)

The Arizona Constitution charges the Supreme Court with the responsibility of providing administrative supervision over all the courts of the state. This is done through the Administrative Office of the Courts. In addition to hearing controversies in the trial and appellate courts, the judicial branch is tasked by constitution and statute with various administrative and regulatory responsibilities. Interns work in the Executive Division, with the Legislative Group of the Administrative Office, assisting with judicial department legislation and other administrative responsibilities.

Normal working hours are 8:30 a.m. to 5:30 P.M. Legislative activity and other job duties will require extended hours and attendance at early morning or evening meetings. There are no holidays or semester breaks.

Duties will include attendance at court and legislative committee meetings and hearings; assisting the Legislative Group in preparing, testifying, researching and tracking legislation with impact on the courts; acting as a liaison to the Legislature; and communicating with judges and administrative staff on legislative activity. Interns will be required to prepare written materials (e.g., fact sheets, legislative summaries and letters) and make oral presentations on legislation to court committees and staff. Interns will also lobby legislators on select proposals.

This position requires research, writing and word processing skills as well as strong communication and organizational skills. Interns are expected to work both independently and as part of a group. Both undergraduate and graduate students are encouraged to apply.

ARIZONA ASSOCIATION OF COUNTIES

1910 West Jefferson

Phoenix, AZ 85009

<http://www.azcounties.org>

The Arizona Association of Counties, also known as AACo, represents Arizona's fifteen counties and ten county elected officers, providing advocacy and liaison services at the local, state, and federal levels of government. AACo also offers technical assistance, training, and liaison with the public and media to its membership. Under the immediate direction of AACo's Senior Legislative Associates and Executive Director, the Legislative Intern will assist with legislation and other administrative responsibilities.

The term of the Legislative Intern position is from January through May. Normal working hours are 8 a.m. to 5 p.m.. However, legislative activity and other job duties may require extended hours and attendance at early morning or evening meetings. There are no semester breaks. The internship may be negotiated to extend beyond the regular legislative session, depending upon the session's length, needs of AACo, and availability of funds.

ARIZONA ASSOCIATION OF COUNTIES (CONTINUED)

Required duties will include attending legislative meetings and hearings; drafting and submitting reports to summarize project outcomes; assisting AACo staff in preparing, testifying, researching and tracking legislation introduced and of impact to county government; acting as a liaison to the Legislature; and communicating with county officials on legislative activity. The Legislative Intern will be required to prepare written materials (e.g. fact sheets, legislative summaries, bulletins and weekly bill status report) and to make monthly oral presentations on legislation to the AACo Board of Directors. The Legislative Intern will also have the opportunity to assist in updating and maintaining AACo's website regarding legislative information and other pertinent updates.

This position requires strong oral and written communication skills, organizational proficiency, basic research skills, and MS Office proficiency. The Legislative Intern will be expected to work independently. Preference will be given to applicants with experience and demonstrated interest or academic studies in public administration, political science, & the political process.

ARIZONA CRIMINAL JUSTICE COMMISSION

1110 West Washington

Phoenix, AZ 85007

<http://www.azcjc.gov/acjc.web/default.aspx>

The Arizona Criminal Justice Commission is a statutorily authorized entity mandated to carry out various coordinating, monitoring and reporting functions regarding the administration and management of criminal justice programs in Arizona. In accordance with statutory guidelines, the Commission is comprised of 19 members who represent various elements of the criminal justice system in Arizona.

One temporary, full-time intern position is available with the Arizona Criminal Justice Commission (ACJC) in Phoenix. The intern position will run from January through May; working hours are 8 a.m. to 5 p.m. There are no semester breaks.

Required duties will include attending legislative committee meetings and hearings; assisting the public information officer/legislative liaison with researching and tracking legislation impacting Arizona's criminal justice system; summarizing bills for legislative reports; preparing testimony for presentation before legislative committees; attending stakeholder meetings; and researching responses to legislative and constituent inquiries.

The position requires strong oral and written communication skills, organizational proficiency, Internet research ability and basic office skills. The intern will be expected to work independently. Knowledge of or interest in elements of the criminal justice system or the legislative process is preferred.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 West Jefferson

Phoenix, AZ 85007

<http://www.azdes.gov/>

Arizona Department of Economic Security promotes the safety, well-being, and self-sufficiency of children, adults, and families through integrated services in the areas of employment services; services for the disabled and aging; protection services for aging and vulnerable adults; rehabilitation services; child support services; domestic violence program coordination, homeless services and hunger services; Refugee Resettlement program services; financial assistance and Supplemental Nutrition Assistance benefits; eligibility for medical services; and emergency services for individuals and families.

The hours are 8:00 AM - 5:00 PM, Monday through Friday.

Being a DES legislative intern involves a wide array of duties and roles. Some of the duties involve attending legislative committee hearings, monitoring floor action, assisting in reviewing all bills introduced by the Legislature, writing bill summaries, working with constituents, assisting in communication - both verbal and written, and tracking legislation. The intern has many roles, including, but not limited to being a researcher, an advocate for constituents, a writer, and a team member at all times. Major projects for the intern at the conclusion of the Legislative Session include writing summaries of bills passed by the Legislature, working on an implementation plans for some of the enacted legislation, and compiling a list of any new reports or committees assigned to the agency during the Legislative Session.

The Director of Legislative Services directly supervises the intern. The Legislative Liaison also works closely with the intern.

ARIZONA DEPARTMENT OF GAMING

202 E. Earll Drive, Suite 200

Phoenix, AZ 85012

<http://www.azgaming.gov>

The Department of Gaming regulates Arizona's Indian Gaming casinos, enforces the Tribal-State Gaming Compacts and runs the Office of Problem Gambling which provides treatment and promotes public awareness through education and outreach programs throughout Arizona. The Department is involved in a wide range of federal, state and tribal issues. The intern will assist with legislative affairs, office communications, the Office of Problem Gambling and other administrative responsibilities.

ARIZONA DEPARTMENT OF GAMING, (CONTINUED)

The term of the intern position is from January through May. Normal working hours are 8 a.m. to 5 p.m.; however, legislative activity and other job duties may require extended hours and attendance at early morning or evening meetings. There are no holidays or semester breaks. The internship may be negotiated to extend beyond the regular legislative session, depending upon the session's length, needs of the Department and availability of funds.

Duties

Required duties will include attending legislative committee meetings and hearings; assisting the Department's staff in preparing, testifying, researching and tracking legislation impacting gaming and our agency; acting as a liaison to the Legislature; and communicating with department staff and others on legislative activity. The intern will be required to prepare written materials (e.g. fact sheets, legislative summaries, memorandums and weekly bill status report) and to make oral presentations on legislation as needed. The intern will also work with our communications team with public records requests, press releases and other internal and external communications. Lastly, the intern will have the opportunity to assist the Office of Problem Gambling.

Qualifications

This position requires strong oral and written communication skills, organizational proficiency, basic research skills, word processing knowledge, and internet proficiency. The intern will be expected to work independently.

ARIZONA OMBUDSMAN-CITIZENS' AIDE

3737 North 7th Street

Phoenix, AZ 85014

<http://www.azleg.gov/ombudsman/default.asp>

The Arizona Ombudsman - Citizens' Aide is a legislative agency. Its mission is to improve the effectiveness, efficiency, and responsiveness of state government by receiving public complaints, investigating the administrative acts of state agencies and, when warranted, recommending fair and appropriate remedy. In addition, the Arizona Ombudsman - Citizens' Aide promotes open government throughout the state, by providing assistance and education to state and local government officials and members of the public, resolving disputes, and investigating complaints in matters relating to public access laws. The Legislature created the office to make state government more accountable to the people of Arizona.

The intern will assist citizens as described above as well as take on special projects. Previous intern special projects have included designing updates to the agency web site and brochures,

ARIZONA OMBUDSMAN-CITIZENS' AIDE, (CONTINUED)

creating a resource directory for ombudsman staff use, and creating fact sheets addressing specific issues that are frequently asked by callers. The intern prepares files for safekeeping at

the State Records Office. The intern is also responsible for maintaining the office's library of state agency resources. The intern position with the Ombudsman-Citizens Aide is an excellent opportunity to become acquainted with the overall operation of state agencies. The intern will become familiar with the application of Arizona statutes and administrative code and the responsibilities of a variety of state agencies. The intern will obtain an understanding of how to properly address and resolve disputes, which will serve them well in their future endeavors.

ARIZONA SECRETARY OF STATE

1700 West Washington

Phoenix, AZ 85007

<http://www.azsos.gov/>

As an intern for the Secretary of State's Office approximately two-thirds of your time will be spent working on the office's legislative oversight process. This task includes research, summarizing, and tracking legislation critical to the four divisions of the office: Administration, Election Services, Public Services, and Business Services.

In a short amount of time, you will be required to assimilate vast amounts of knowledge essential for interacting with the Arizona Legislature, other state agencies, and Arizona's fifteen counties.

Another duty of a Secretary of State intern is helping compile and publish the Secretary of State's Annual Report. As an intern, you will be responsible for the statistical analysis of all limited partnerships, uniform commercial code filings, trade names and trademarks, lobbyist and campaign finance filings, charitable organization, notaries public, and all laws adopted by the legislature and approved by the governor.

As an intern, you will have the opportunity to work in all parts of the Secretary of State's Office and interact with the general public daily. Customer service skills are essential. Preparing answers to constituent letters and phone calls is an important task that requires insight into a broad range of issues and concerns.

The opportunity to explore the many areas of the state government makes this internship a wonderful experience.

THE GOVERNOR'S OFFICE OF BOARDS AND COMMISSIONS

1700 West Washington

Phoenix, AZ 85007

<http://bc.azgovernor.gov/>

The Governor's Office of Boards and Commissions is responsible for overseeing and maintaining the membership of over 200 Boards, Commissions, Councils, Committees and Task Forces in addition to working hand-in-hand with the Governor and Chief of Staff to recruit and appoint the most qualified candidates willing to serve the State of Arizona.

A Board or Commission is an independent body consisting of members who are appointed by public officials, usually the Governor. Boards with Gubernatorial appointments are created in two ways, either by statute enacted in the State Legislature, or by a Governor's Executive Order. Boards and Commissions are either regulatory or advisory and cover a wide variety of topics including education, environment, agriculture and health.

Boards and Commissions Interns:

- Facilitate the Senate Confirmation process for all gubernatorial appointees and attend the Senate committee confirmation hearings.
- Analyze the impact of bills on active Boards and Commissions and track any legislative changes creating new Boards and Commissions.
- Manage the Boards and Commissions database and any critical documentation needed throughout the appointment process.

LEAGUE OF ARIZONA CITIES AND TOWNS

1820 West Washington

Phoenix, Arizona 85007

<http://www.azleague.org>

The League of Arizona Cities and Towns represents the collective interests of Arizona's 91 incorporated cities and towns at the state levels of government. Founded in 1937, the League is owned, financed and governed by its municipal members. A 25-member Executive Committee, consisting of mayors and councilmembers from across Arizona, establishes and directs League policy. These policies often are matters that are dealt with at the State Legislature. The League internship offers an understanding of the legislative process and a view of local government that few will have the opportunity to experience.

The approximate 100 day legislative session is busy from day one. Monitoring legislation throughout the process and reacting to each bill accordingly is the responsibility of the League's Legislative Department. The Legislative Intern will work closely with the Legislative Associates and the Legislative Director performing the following duties:

- Bill tracking - follow bills through the entire process.
- Bill summarizing - read proposed legislation and write brief summaries.
- Legislative research - conduct research relating to why or when legislation was passed.

LEAGUE OF ARIZONA CITIES AND TOWNS, (CONTINUED)

- Legislative committees - attend committees to report action and testimony from the public and committee members.
- Caucuses and floor sessions - monitor action relating to discussions and votes in caucus and floor debate.
- Strike everything amendments - track and collect all strike everything amendments.
- Legislative deliveries - help deliver documents or other information to legislative or government offices.

The above listed duties are the most common. However, the legislative session is always unpredictable so a certain amount of flexibility is expected.

MARICOPA COUNTY ASSESSOR'S OFFICE

301 West Jefferson

Phoenix, AZ 85003

<http://www.maricopa.gov/assessor/>

The Maricopa County Assessor's Office captures, assesses, records and notifies owners and other government agencies of the value of most taxable property. This information is used to create the annual property tax statements that generates income for the many mandates and services that the county, cities and school districts provide for the citizens.

The Maricopa County Assessor's Office will advance key legislation and will also track any legislation which potentially impacts the Assessor's office and property owners. The intern assigned to the Assessor's office will follow legislation from introduction to the final day of the legislative session. Through this assignment the intern will gain a thorough understanding of the legislative process and will gain valuable contacts. Normal working hours are from 8 a.m. to 5 p.m.; however, working flexible and extended hours are required for legislative activity and meetings which occur in the evenings.

The assignments include the following:

- Tracks bills via LOLA - (Legislation On-Line Arizona), ALIS, Arizona News Service; daily record and updates at the House and Senate.
- Maintains bill files for each bill relating to property taxes, including amendments, summaries, voting records, bill status, and any other pertinent information.
- Attends Legislative committee hearings and tracks bills while advancing through the legislative process.
- Prepare bill folders for Legislative Liaison for committee hearings, including summaries, copy of bills, amendments and any other supporting documentation needed for testimony.

MARICOPA COUNTY ASSESSOR'S OFFICE (CONTINUED)

- Assists Legislative Liaison with correspondence and the scheduling of meetings with legislators.
- Assists with the preparation of a legislative summary to be distributed to the Maricopa County Assessor and staff.

CLERK OF THE SUPERIOR COURT

620 West Jackson Street Phoenix, AZ 85003

<https://www.clerkofcourt.maricopa.gov/home>

The Clerk of the Superior Court was established by the State Constitution as an elected official to fulfill duties prescribed by statute, rule and the Arizona Supreme Court and the Superior Court of the County in which the Clerk was elected. In fulfilling its duties, the Clerk's Office serves the citizens and legal community of Maricopa County and the Superior Court, but is independent of the Court itself.

Among the Office's responsibilities are to: provide public access to the records of the actions of Superior Court; keep a docket; attend each Superior Court session to record the actions of the Court; receive, distribute, and preserve official court documents; receive filings for Superior Court actions in civil, criminal, mental health, probate, tax, juvenile, and family court matters; provide family support services to the public; collect and disburse court-ordered fees, fines, and victim restitution; store exhibits for all court cases; process passport applications; and issue and record marriage licenses.

The position of Legislative Intern for the Clerk's Office will include the following duties:

- Conducting research; writing summaries of bills that impact the Clerk's Office, its partnership with the Superior Court and its role as part of the Arizona Judicial Branch.
- Monitoring the progress of bills that impact the Clerk's Office, its partnership with the Superior Court and its role as part of the Arizona Judicial Branch through the legislative process.
- Attend legislative stakeholder meetings including weekly meeting with the Arizona Criminal Justice Commission and the Arizona Supreme Court.
- Attending legislative committee hearings and taking notes regarding testimony given on particular bills.
- Preparing proposed amendments to bills.
- Providing the Clerk's Office in-house counsel with a weekly legislative summary and in person briefing.
- Schedule and attend meetings with Clerk's Office business analysts regarding implementation of legislation.
- Provide legislative analysis and assistance to the Arizona Association of Clerks as needed.