

# Student Internships with the California Department of Justice

## POSITIONS AND LOCATIONS

The Office of the Attorney General, California Department of Justice, offers employment to students through a variety of methods. We hire students as volunteers or through internships for academic credit. A limited number of paid positions may be available, and students can inquire about the possibility of a Work-Study contract. Student opportunities exist throughout the state.

We are interested in qualified and enthusiastic students who have an interest in public administration, law enforcement, computer science, communications and media duties. Consider joining our dynamic and exciting team! Computer skills are helpful for all areas in the Department. Students should also have excellent verbal and written communication skills. Students will need to be able to work under time constraints, abide by professional standards, and be trusted with sensitive and confidential materials.

Students will be trained to analyze, research and provide oral and written responses to inquiries on a broad range of departmental and public policy matters. The duties that may be assigned to students include research and writing, public affairs, community relations, crime prevention education, consumer assistance and other special projects as assigned.

## ACADEMIC CREDIT

Students should explore the possibility of earning academic credit through their schools. Students interested in the Work-Study Program should consult with their school's Financial Aid Office to determine program eligibility.

## WORK SCHEDULE

Work schedules are flexible, depending upon individual office requirements.



*Equal Opportunity Employer*

## HOW TO APPLY

If you have a flyer advertising one of our student internships, or if you see a flyer on our website at [www.ag.ca.gov/careers/students.htm](http://www.ag.ca.gov/careers/students.htm), please follow the application directions on the flyer if you are interested in that specific position.

To apply for additional student internships or positions, submit a cover letter and resume as directed below. In your cover letter, please tell us when you want to begin the internship, how many hours you can work per week, what kind of work or field of work you desire, what city or cities you want to work in, and any other information that is relevant. We will inform our divisions of your interest. They will contact you directly if they have an opening and want to interview you.

Email (preferred) your cover letter and resume to:  
[careers@doj.ca.gov](mailto:careers@doj.ca.gov)

Or mail to: Office of the Attorney General  
California Department of Justice  
Recruitment and Retention Unit  
1300 I Street, Room 720  
Sacramento, CA 95814

If you would like a brochure sent to you about our department, please send an email to [careers@doj.ca.gov](mailto:careers@doj.ca.gov) and ask for the "Career Opportunities" brochure.