



State Attorney

ANDREW H. WARREN
Thirteenth Judicial Circuit
419 N. Pierce Street
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(813) 272-5400

Internship/Volunteer Information

The State Attorney for the Thirteenth Judicial Circuit is a constitutional officer who is elected every four years. The State Attorney's Office prosecutes crimes that occur throughout Hillsborough County. Andrew H. Warren was elected on November 8, 2016, and sworn into office on January 3, 2017. The staff of approximately 352 includes approximately 134 attorneys, 12 investigators, and a dedicated support staff.

Our mission is to build a safer community while promoting justice and fairness for everyone in Hillsborough. Our office is committed to making our county a safer place to live, work, and raise a family.

Eligibility

Applicants are eligible for the State Attorney's Legal Internship Program if they meet the following criteria:

- Currently enrolled in a college, university, or law school
- Able and willing to work at least 15-20 hours/week during the Monday-Friday 8:30 a.m. –5:00 p.m. work week

Certified Legal Internships

Certified Legal Interns (CLIs) are authorized by the Florida Bar, Chapter 11 (Rules Governing the Law School Practice Program), to practice law under the supervision of a licensed attorney. CLIs must complete all requirements of the Florida Bar prior to being certified and beginning their internship. CLIs are recruited through accredited law schools. The prerequisite courses designated by the law school for the prosecution clinic are essential. CLIs are placed in our County Court or Juvenile Divisions. County Court Divisions conduct bench trials and jury trials of misdemeanor and traffic offenses. Juvenile Divisions conduct bench trials of misdemeanor and felony level offenses. CLIs will be assigned to work with particular attorneys and will learn the skills necessary to handle a criminal case from start to finish. These skills include preparation of discovery and responses to pre-trial motions, arguing motions in court, handling arraignment dockets, and prosecuting non-jury trials. CLIs are strongly encouraged to seek out opportunities to prosecute cases before a jury. Court hearings are held on different days of the week and part-time CLIs do not get the benefit of handling all aspects of a case.

The office must have the Florida Supreme Court approval letter that lists Douglas Covington, Bureau II Chief, as supervisor. CLIs should coordinate this with their law school. Once we receive the approval letter, a Notice of Consent and Approval will be signed by the State Attorney and filed with the Clerk allowing CLIs to appear on behalf of the State for a specific time period.

Law School Students - Legal Interns/(Extern for credit)

Legal Interns are those who have not been certified by the Florida Bar. Legal Interns cannot speak on the record or practice law. Legal Interns are assigned to an attorney or division and will shadow that attorney to learn the legal process. They will be given work assignments, such as legal research, reviewing jail calls, and assisting in the preparation of discovery documents. These assignments will be reviewed by the assigned attorney. If placement is for course credit, they are expected to complete the minimum hours set by the law school for the awarding of credit. Those not seeking credit should be available a minimum of two days per week. Legal Interns may request their preferred assignment in our Felony Divisions, and we will make efforts to accommodate their request. Legal Interns may also request a specialty division such as Major Crimes, Economic Crimes, Sex Offender Division, or our treatment courts.

Undergraduate Students

We have limited placement opportunities for undergraduate students. Undergraduate student interns will assist as needed. Tasks may include: photocopying, running files to court, clerical work and observing court. Undergraduate interns are usually assigned to a Felony Division.

Communications Intern

The State Attorney's Office is seeking a motivated, energetic and highly organized individual as its communications intern. We seek student interns with a strong academic background with interests in communications, government policy, and interaction between a government agency and the local community. The intern will work directly with our communications team. Interns may interact with the community on behalf of the office in a professional capacity. Communications, marketing, graphic design, public relations students, graduate students, or undergraduate students may apply. Applicants will be expected to complete a minimum of a 20-hour workweek.

Requirements:

- Currently enrolled in a related BS or Masters university/college
- Proficient understanding of various social networks
- Excellent verbal and written communication skills, AP writing style preferred
- Efficiency in MS Office Suite
- Marketing and communications majors in junior and/or senior year of college

Duties may include:

Public Relations/Marketing

- Building and maintaining media lists
- Drafting and editing copy for press releases, newsletters and media materials
- Tracking and clipping press coverage
- Assisting the team in updating and creating marketing collateral such as brochures, flyers, digital media, etc.

Social Media

- Assisting in writing social media short-form posts, blog articles, and other content copy
- Organizing user-generated content from social media channels and dedicated hashtags or keywords.
- Assisting with creation of social media graphics

Public Affairs

- Researching legislative/regulatory issues
- Managing and tracking of community calendar
- Attending and/or participating in community meetings or events
- Assisting with communication and social media campaigns

By the end of a successful internship, the intern will receive a letter of recommendation for future employment or graduate school.

Information Technology Intern

The SAO – IT Internship will be based on the systems operations group.

Qualifications/Experience

- Be responsible, flexible, hardworking, ethical and committed to the office
- Sophomore level or above pursuing a Bachelor's Degree in the Information Technology field
- Prior technology experience preferred
- Strong organizational skills with ability to multi-task and support multiple priorities
- Candidate should be a self-motivated, independent, detail oriented, and responsible team player.
- Strong written and oral communication skills.

Computer Skills:

- Experience in setting-up, configuring, maintaining and troubleshooting;
- Familiar with Windows, OS X, iOS, operating systems, Microsoft Office and applicable hardware

- Helpdesk operations with excellent problem solving and communication skills
- Good time management skills.

For those interested in a programming group internship, the programming requirements would be similar but would require at least some sort of programming class experience and the understanding of logic programming. Our office uses C#, .net, asp.net, java and bootstrap as programming languages.

Application Process:

- Complete the Application Packet found at <https://www.sao13th.com/wp-content/uploads/2019/02/Application-Packet.pdf>. You can email, fax, or mail your application along with a resume and cover letter indicating if you are requesting to volunteer, intern/extern for credit or a Certified Legal Internship to employment@sao13th.com.
- Applications are accepted on a rolling basis.
- We do not offer any type of payment or stipend for interns/externs.
- Non-credit interns need to provide proof of good academic standing.
- Interns are responsible for ensuring all education credit requirements are met, applied for, and followed.
- Outside employment should not conflict or overlap with your time at our office.
- Our office is located at the County Courthouse, 419 N. Pierce Street, 2nd floor. You will be responsible for securing your own parking. There are a number of private lots that cost \$3.00 per day and up located within a few blocks of our office: [City of Tampa Parking](#) and [717 Parking](#) own a variety of lots in downtown Tampa.
- Please provide your division preference when submitting your application.

Placement Procedures & Orientation

Candidates will be notified of their acceptance once background checks are completed and paperwork is submitted. The specific number of internships available shall be pre-determined each semester based on office need. Interns shall be asked, as part of the application process, to rank their top two potential office placement choices. After acceptance to the SAO Internship Program, all interns must undergo orientation. An orientation will review SAO policies and procedures, distribute identification badges for building access, and IT training. Interns may not start work until they have completed an orientation.

- Availability: Please indicate your availability to work in the office and your requested start date and end date on your application. Our office is open from 8:30am-5pm, Monday – Friday. If you do not know your schedule, you can give this information to Frances Curley at a later date. See Intern/Volunteer descriptions for availability requirements.
- IMPORTANT: All prospective interns will be required to undergo criminal background investigations to include FCIC/NCIC, driving history and must be fingerprinted. In

accordance with the Florida Department of Law Enforcement guidelines and the FBI CJIS security policy, any reported felony conviction or any misdemeanor conviction occurring within three years of application will be immediate grounds for denial of access to CJIS, and the applicant will not be considered for an internship. Any other charges will be reviewed on a case-by-case basis. A form will be provided to you to bring to Tampa Police Department prior to your start date for fingerprinting. Fingerprints from other agencies are not accepted.

Contact Information:

Frances M. Curley

Human Resources Director

Office of the State Attorney, 13th Judicial Circuit

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