



Erik C. Tate

Prosecuting Attorney

DeKalb County

The DeKalb County Prosecuting Attorney's Office is looking for an Intern.
Scheduling is flexible.

Please submit a cover letter and resume to the DeKalb County Prosecuting Attorney's Office at PO Box 248, Maysville, Mo 64469 or dekalbcopa@yahoo.com.

For questions, please call (816) 449-2279.

Duties will include:

- Participate in trial preparation.
- Help with the day to day operations of the office.
- Clerical tasks such as answering phones, making copies, and filing.
- Information and Referral services.
- Observing courtroom proceedings.
- Updating cases.
- Maintaining the criminal docket.
- Special projects as assigned by the Prosecutor.

Minimum Qualifications:

- At least an introductory education to criminal law or the criminal justice system.
- Enrollment in college level courses.
- Ability to use a computer is a must. Microsoft Office Word and Excel also a must.
- Familiarity with office tools such as a scanner, copier, printer, multi-line telephone, etc.
- Ability to maintain confidentiality.
- Professionalism while in the courtroom or representing the Office of the Prosecuting Attorney.



P.O. Box 248
Maysville, MO 64469

**JONI IGNATENKO
VICTIM ADVOCATE
DEKALB COUNTY**



Office (816) 449-2083
Fax (816) 449-5241

The DeKalb County Victim's Services Program is looking for an Intern. Scheduling is flexible. This will be an unpaid internship.

Please submit an application to the DeKalb County Victim's Advocate Office at PO Box 248, Maysville, Mo 64469 or dekalbadvocate@yahoo.com.

For questions, please call (816) 449-2083.

Duties will include:

- Meeting with victims.
- Information and Referral services.
- Sitting in on select court sessions.
- Maintain and Update Victim Log.
- Work closely with the Prosecuting Attorney's Office.
- Office Duties: answering phones, computer work as needed, etc.

Minimum Qualifications:

- At least an introductory education to criminal law or the criminal justice system.
- Enrollment in college level courses.
- Ability to use a computer is a must. Microsoft Office Word and Excel also a must.
- Familiarity with office tools such as a scanner, copier, printer, multi-line telephone, etc.
- Ability to maintain confidentiality.
- Professionalism while in the courtroom or representing the Office of the Victim Advocate to those outside of the office.

Volunteer/Internship Application

109 W Main
PO Box 248
Maysville, MO 64469
(816) 449-2083 Phone
(816) 449-5241 Fax
dekalbadvocate@yahoo.com



DeKalb County Victim Service Program

Contact Information

| | |
|------------------|--|
| Name | |
| Street Address | |
| City ST ZIP Code | |
| Home Phone | |
| Work Phone | |
| E-Mail Address | |

Availability

During which hours are you available for volunteer assignments?

- | | |
|---|---|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Weekend mornings (On Call) |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Weekend afternoons (On Call) |
| <input type="checkbox"/> Weekday evenings (On Call) | <input type="checkbox"/> Weekend evenings (On Call) |

Interests

Tell us in which areas you are interested in volunteering

- Administrative
- Criminal Justice Advocate
- Claims Assistance
- Follow-up Contacts
- Information/Referral
- Internship

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

| |
|--|
| |
|--|

Person to Notify in Case of Emergency

| | |
|------------------|--|
| Name | |
| Street Address | |
| City ST ZIP Code | |
| Home Phone | |
| Work Phone | |
| E-Mail Address | |

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

| | |
|----------------|--|
| Name (printed) | |
| Signature | |
| Date | |

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

CONFIDENTIALITY AGREEMENT

In the course of your work with the DeKalb County Prosecuting Attorney's Office or DeKalb County Victim Services Program, you will undoubtedly have access to confidential information. It's one of your most serious responsibilities that you in no way reveal any such information and that you use it only in the performance of your duties. Should you have doubts about what might be considered confidential information or a violation of trust, you should seek advice from the Elected Prosecutor.

1. Interns/Volunteers are responsible for the internal security and safekeeping of such information. It is your responsibility to read and follow the policies on protecting information.
2. Interns/Volunteers are prohibited from disclosing information not available to the general public. The dissemination of such information to others is prohibited.
3. Proprietary and confidential information can take many shapes, including, but not limited to; the names of defendants, the firm representing said defendant documents, notes, overheard conversations, tapes, discs, personal observations, records, research, financial statements, plea agreements, criminal records, strategic plans, emails, witness and/or victim information, recordings, evidence, etc.
4. Interns/Volunteers will be required to sign a statement of confidentiality at the time of hire.
5. Interns/Volunteers are expected not to divulge, during their term of employment or after their employment is terminated, any information confidential or proprietary information acquired during their employment.
6. Information regarding the operations, activities, and business affairs of the office are also to be kept confidential and not discussed with outsiders.
7. Interns/Volunteers found to be in violation of the office's confidentiality policies are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations.
8. In preserving the security of files and information, the following are to be observed:

- a. Disclosing information -- Information in office files should never be disclosed, except upon express authorization of the Prosecutor.
- b. Delivery of documents -- Documents or files are to be turned over only to persons who are properly identified.
- c. Use of offices -- In the Prosecutor's absence, no defendant, visiting attorney or stranger may use the Prosecutor's office for any purpose unless a member of the office staff is present the entire time. Even if monitored, the desk should be such that files, papers, and correspondence are not exposed.
- d. Disposal of confidential papers. All confidential papers should be destroyed when no longer needed. Please use the paper shredder for documents containing defendant, witness, or victim's personal information.
- e. Revealing defendants' business. One defendant's case is never to be discussed outside of office personnel. As a general policy, it is best not to mention cases while visitors are present in the office.
- f. Discussing firm matters. Do not discuss office matters when visitors are present, particularly in the reception area. A visitor or defendant who overhears information concerning another one of our cases will feel that his or her personal affairs will receive the same lax treatment.
- g. Exposure of documents. Copies of correspondence, pleadings, interoffice memoranda, or any other documents should be placed in its designated tray and not left in direct view of visitors.

I have read, understand and agree to the provisions herein.

Volunteer/Intern's Signature

Date