



Miami-Dade County Animal Services Criminal Justice Intern Job Description

Miami-Dade County Animal Services (ASD) is one of the largest no kill shelters in the United States. Since 2015, ASD has saved more than 90% of the pets in its care. In addition to serving the community through adoption events, volunteer/foster programs, low-cost spay/neuter services, and pet retention, ASD also safeguards the safety and security of pets through innovative anti-cruelty programs and initiatives.

ASD is seeking a Criminal Justice Intern to assist with various special projects and/or administrative duties in support of the ASD's compliance/ citations operations.

RESPONSIBILITIES/ REQUIREMENTS

- Attend hearings/trials in courts and other venues
- Provide assistance with research and data collection
- Process paperwork and perform a variety of clerical task to support the compliance and citations division
- Other related assignments as required.

LEARNING OBJECTIVES

- Ability to describe in written and oral form the functions of the department's criminal justice components and other major functions
- Understanding of different roles and responsibilities with the citation unit
- Articulate ethical implications of decision making in a professional capacity
- Articulate the link between research, theory, and practice

EDUCATION, SKILLS, AND EXPERIENCE: Potential interns should have an interest in the Criminal Justice field. Desired skills include: good written and verbal communication skills, working knowledge of Microsoft Office, and internet research abilities.

Reports to:

- Citation Specialist

This internship opportunity is open to high school and college students.