



Travis County District Attorney Paralegal Internship Program

Each fall, spring, and summer semester, the Travis County District Attorney Paralegal Internship Program has up to 10 unpaid positions available. All associate students, certificate students, undergraduate students, recent graduates and graduate students are eligible.

The DA's office will work with interns to develop the knowledge they will need to successfully assimilate into the Paralegal workforce. This internship program gives students the opportunity to gain hands-on legal experience and get a glimpse of the day-to-day tasks for their chosen career path. A legal intern's duties vary based on the needs of the office and the student's level of experience but, typically, includes basic office work such as copying, scanning, responding to discovery, filing, legal research, victim assistance, and aiding prosecutors with courtroom preparation. The interns will get the opportunity to work in at least one of the following divisions of the DA's Office:

Trial Division (Trial Court/Appellate/Juvenile)
Special Victims Unit (Family Violence/Child Abuse/Civil)
Civil Rights Unit (Conviction Integrity/Officer Involved Shootings)
Special Prosecution Unit (Public Integrity/White Collar)
Intake (Grand Jury/Major Crimes/Diversion)
Operations (Hot Checks/Expunctions/Open Records/Extraditions/Victim Witness/Records)

The following skills will be gained through this internship:

Research Skills

The ability to conduct legal research such as analyzing background information for a particular case, including previous rulings in similar cases and laws relating to the offense. The types of research tools the intern will master are: Internet, legal databases, legal libraries and government research systems.

Communication Skills

The ability to effectively communicate with attorneys, court staff, victims, and witnesses about legal matters. The ability to easily communicate with persons of differing backgrounds, socioeconomic status and cultures, and to document work in written form.

Administrative Skills

The administrative skills that will be gained are: filing, note-taking, copying, scanning, data entry, using various office equipment, and knowledge of various computer based systems.

Other Skills

In addition to the above skills the Intern will gain the skills necessary for case preparation, time management and organizational techniques.

Selection Process:

Each applicant will be evaluated based upon the quality of the application, the strength of input from references, and the overall quality of past work and academic performance. Interns must be able to demonstrate strong communication skills in the application process. Applicants who feel that they are lacking in a specific area should not be discouraged from applying; the strength of applicants is assessed by looking at all qualifications collectively. No prerequisite course work or prior related experience is necessary, but some understanding of the criminal justice system is helpful.

Letters of recommendation are not required but are sometimes helpful. If an applicant wishes to submit such letters, they should be included in the application packet. Applications are accepted all year.

*****All Interns will be subject to background checks*****