

Job Title	Family Violence Research Intern
Employer/ Agency	Harris County District Attorney's Office
Job Description	<ul style="list-style-type: none"> • Assist with case research for Domestic Violence teams • Perform administrative duties including answering phone, copying, filing, and data entry • Contacts clients to confirm appointments • Other support duties as necessary
Qualifications	<ul style="list-style-type: none"> • Spanish strongly preferred • Prefer some college, associate's degree, or certification • Computer proficiency • Good organizational skills • Ability to work in a fast-paced, crisis-oriented environment, both in an office setting and in court
Salary/Hours	Part- Time - 25 Hours Per Week
Address	Business: 500 Jefferson, Suite 600 Physical: 1310 Prairie St, 5th Floor
City, State, Zip	Houston, TX 77002
Contact Person	Kapriva Hutchinson, LCSW-s
Telephone Number	713-274-0212
Fax Number	713-437-5861
Email Address	Hutchinson_kapriva@dao.hctx.net
Application Method	Email above
Opening Date	Immediately

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