

Office of the Attorney General

Benefits

of the Volunteer / Intern Program (VIP)



Location

The Office of the Attorney General is located at 300 West 15th Street between Guadalupe and Lavaca. Our Austin office is conveniently located near the UT campus, and Capital Metro provides shuttle services to our downtown office. We also have 70 field offices providing Consumer Protection and Child Support services throughout the state of Texas.



Hands-on-Experience

Volunteers and interns have the opportunity acquire new skills and gain hands-on experience while performing valuable public service. Our agency has over 33 administrative and legal divisions, including the Child Support division. Please refer to the Duties and Responsibilities sheet for detailed descriptions of the different division functions. Individuals will have the opportunity to work with an array of public service professionals that can range from attorneys, investigators, graphics designers, human resource specialists, social service providers, legal assistants, auditors, and child support enforcement officers.



Flexible Hours/Schedules

Regular business hours are 8:00 a.m.-5:00 p.m. Monday through Friday. OAG offices are closed on weekends. Full-time and part-time volunteer and internship opportunities are available. Volunteers and interns must work a minimum of 10 hours a week; additional hours may be required in order for interns to earn college course credit. Interns are expected to make a three-month commitment (one semester), although special arrangements may be requested. Based on availability, we allow volunteers and interns to set their own work schedule.



Holidays

Volunteers are entitled to observe state and national holidays. Thirteen holidays including Rosh Hashanah, Yom Kippur and Good Friday are allotted throughout the year. Volunteers are permitted to work on holidays if supervision is available.



Training & Development Opportunities

The Office of the Attorney General provides technical, legal and professional development training classes for employees, volunteers, and interns. Some of the computer and professional development classes provided by the training section include: Corel WordPerfect, Microsoft Excel, Windows, Getting Your Ideas Across, Managing Change, Recognizing Positive Results, and much more.