



# United States Probation Office Central District of California

## Internship Opportunity

**Title:** U.S. Probation Officer Intern  
**Type:** Part-Time, Temporary  
**Compensation:** Unpaid (Volunteer)  
**Location:** The location is determined once we move forward in the process.

### **POSITION OVERVIEW:**

The U.S. Probation Office, Central District of California, is headquartered in Los Angeles with an additional 11 offices in various locations throughout Southern California. Our mission is to serve and protect our communities, assist with the fair administration of justice, and assist with the rehabilitation of individuals who are under our supervision. The U.S. Probation Office hopes to provide an educational and meaningful on-the-job experience. Please visit our website for more information on our agency: <http://www.cacp.uscourts.gov/>.

### **DUTIES AND RESPONSIBILITIES:**

The intern will gain significant insight into the federal probation system and will learn many of the duties and responsibilities of a probation officer with the exception of field work. The intern will provide administrative support to our probation officers and support staff, which may include any or all of the following:

- Develop and maintain an understanding of and commitment to the Probation Office purposes, policies, functions, and procedures.
- Assist officers in performing local record checks for probation of all types (i.e. collaterals, presentence, post-sentence, violations, etc.).
- Secure arrest reports or court documents from the Courts.
- Assist officers with monitoring of low risk caseload, which may entail writing routine Court correspondences.
- Under the guidance and direction of an officer, meet with unemployed offenders to monitor their job search efforts, which include reviewing their job search logs, assisting them with their resume, and providing mock interviews.
- Assist officers in reviewing financial related documents for investigations.
- Prepares, proofreads, and edits documents for accuracy, proper grammar, and spelling for signature by officer, supervisor, or Chief Probation Officer.
- Observe court hearings and officer meetings with the offenders.
- Attend trainings approved by the supervisor.
- Cover reception if needed.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Junior or senior undergraduate status preferred or postgraduate status.
- Must volunteer a minimum 16 hours per week preferably for two full days, no more than a year, but preferably more than 3 months to at most a year.
- Must be eligible to work for the U.S. federal government.
- Must adhere to all internal policies and procedures which include the Code of Conduct for Judicial Employees, dress code, and confidentiality requirements.
- Excellent communication, interpersonal, and organizational skills with strong attention to detail.

**HOW TO APPLY:**

Interested applicants must submit a resume and cover letter that includes a brief explanation of their interest in volunteering with the U.S. Probation Office.

Selected candidates will be subject to a background investigation.

**Please submit resumes and cover letters to:**

U.S. Probation Office

Attn: Human Resources (Intern/Volunteer)

312 N. Spring St., 6th Floor

Los Angeles, CA 90012

E-mail: [cacp\\_hr@cacp.uscourts.gov](mailto:cacp_hr@cacp.uscourts.gov)