



United States Probation and Pretrial Services Office Central District of California

Internship Opportunity

Title:	Intern
Type:	Part-Time, Temporary
Compensation:	Unpaid (Volunteer)
Location:	The location is determined on availability.

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office, Central District of California, is a part of the United States District Courts and the Federal Judiciary. The Probation and Pretrial Services Office is responsible for investigating, supervising, referring for treatment, and providing reports on federal defendants and offenders. The district is comprised with offices located throughout Los Angeles, Orange, Riverside, San Bernardino and Ventura counties.

The Probation and Pretrial Services 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 and pretrial services system and will learn many of the responsibilities of a probation and pretrial services officer with the exception of field work. The intern will provide administrative support to our officers and support staff, which may include any of the following:

- Develop and apply Probation and Pretrial Services Office standards, practices, policies, and procedures.
- Assist in performing local record checks of all types (i.e. collaterals, presentence, post-sentence, violations, etc.).
- Secure arrest reports or documents from the courts.
- Assist officers with monitoring a low risk caseload, which may entail writing routine court correspondences.
- Under the guidance and direction of an officer, meet with unemployed defendants and offenders to monitor their job search efforts, which includes 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 and Pretrial Services Officer.
- Observe court hearings and officer meetings with defendants and offenders.
- Attend training approved by the supervisor.
- Cover reception if needed.

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 and Pretrial Services Office.

Selected candidates will be subject to a background investigation.

Please submit resumes and cover letters to:

U.S. Probation and Pretrial Services Office
Attn: Human Resources (Intern/Volunteer)
312 N. Spring St., 6th Floor
Los Angeles, CA 90012
E-mail: cacp_hr@cacp.uscourts.gov