

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue, Suite 17-6884

San Francisco, CA 94102-3434

TEL: (415) 436-7540

FAX: (415) 581-7410



May 17, 2024

STUDENT INTERNSHIP OPPORTUNITY (ONGOING)

JOB CODE: 24-DA0517INTERN

POSITION: Intern

STATUS: Part-Time

SALARY RANGE: Volunteer Status

LOCATION: San Francisco, Oakland, San Jose, or Santa Rosa, CA

MISSION STATEMENT

- To assist the federal courts in the fair administration of justice.
- To protect the community.
- To bring about long-term positive change in individuals under supervision.

VISION

The U.S. Probation Office for the Northern District of California continuously achieves excellence in the fair administration of justice, public safety, and long-term positive change in individuals under supervision by investing in a holistic support system centered on the U.S. Probation Officer. Our supervision and investigation strategies are rooted in the use of evidence-based practices targeting risk factors. We are committed to a fully inclusive, diverse, and compassionate work environment that supports every employee to continually work toward positive outcomes in collaboration with our internal and community stakeholders and partners.

VALUES

ETHICS - We value impartiality, accountability, diversity, professionalism and a commitment to ethical standards

SERVICE - We continually work toward positive outcomes for our clients and community by collaborating with justice and community partners and providing comprehensive services

DIVERSITY - We value and celebrate each person's contributions to our social and cultural fabric

POTENTIAL - Safer communities and healthier families exist when all individuals have the resources and opportunities to live up to their fullest potential, obstacles to success are removed, and are encouraged to express their skills and talents

INNOVATION - We continually strive to identify and implement the approaches that increase public safety and address the needs of our clients and community with out of the box thinking



UNITED STATES PROBATION OFFICE

NORTHERN DISTRICT OF CALIFORNIA

www.canp.uscourts.gov

The United States Probation Office for the Northern District of California seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to individuals under supervision. The Office is now seeking qualified applicants for an internship opportunity.

The ideal candidate will be accomplished and self-motivated with excellent interpersonal skills and strong work-ethic. This individual will embrace our mission and be committed to and believe in our vision of working together creatively to transform lives in enhancing the safety of our community.

Our fast-paced, highly service-oriented environment will provide opportunities for individuals to gain federal experience, develop personal and professional skills, and network with probation officers. The individual must be able to thrive in an environment that promotes teamwork and professional enrichment where we commit to supporting and defending the U.S. Constitution, the worth and dignity of all people, defending their right to be treated with fairness and respect, believing that all people are capable of positive change using evidence-based practices.

We promote diversity, equity, and inclusion (DEI) in the work setting. This is accomplished in the establishment of an internal DEI Committee which is responsible for district-wide initiatives, celebration of heritage months, and staff training.

Under the supervision of an officer supervisor and/or mentor, the intern may perform the following job duties:

- Assist officers in collecting information for investigations and verifying documentation, including, conducting inquiries with collateral agencies, and similar activities. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Investigate a defendant's employment, sources of income, etc.
- Assist officers with scanning case documents, conducting database searches, compiling information, and entering data and information in the probation office's database systems.
- Conduct research using our electronic databases.
- Assist in researching and developing community resources.
- Assist with preparing and processing forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Proofread and edit documents for accuracy, proper grammar, and spelling for signature by officer, supervisor, or Chief Probation Officer.
- Observe court hearings and officer meetings with the individuals under supervision.
- Provide backup clerical/general office duties as needed by performing any of the following tasks: copy, scan, and distribute documents; process incoming/outgoing mail; send and receive faxes, answer telephones, and cover reception.
- Attend trainings approved by the supervisor.
- Assist staff with special projects.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school graduate or equivalent, and of at least 18 years old.
- Ability to complete a minimum of 80 hours of internship hours within 10 weeks.
- Ability to work part-time hours between 8am and 5pm.
- Candidate may not have any prior failed internship placements (unless through no fault of the intern).

Preferred Education and Experience: An in-progress degree in criminal justice, social work, psychology, or another related field from an accredited college or university. Experience with Windows, Microsoft Word, and WordPerfect.

PERSONAL CHARACTERISTICS AND SKILLS:

Demonstrating sound ethics and judgment; maintaining a professional demeanor and presence; possessing effective verbal and written communication skills; having the ability to work with a wide variety of people with diverse backgrounds; having the ability to handle multiple demands in a fast-paced work environment; having the ability to compile information within established time frames and follow detailed instructions accurately; and having the ability to adapt to change.

APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Federal Judicial Branch Application for Employment (AO 78 [version 3/24]). The AO 78 (3/24) Application is available at: www.canp.uscourts.gov on the Employment Page. In order to be able to save the completed AO 78 (3/24) Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the AO 78 (3/24). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. It is required that you submit your application materials as one PDF document via email to: CANP_Resumes@canp.uscourts.gov. **In the subject line of the email, indicate the job code and the semester(s) for which you are applying, if you are a student.** All other application materials received by mail, fax, or any other means other than by email to CANP_Resumes@canp.uscourts.gov will not be considered.

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed and only those who are interviewed will receive a response regarding their application status.

The Probation office is not authorized to reimburse candidates for interview or travel expenses.

The United States Probation Office for the Northern District of California reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER