



**United States Probation Office  
Northern District of California**

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TEL: (415) 436-7540

**MISSION**

The Northern District of California Probation Office is a collaborative team of professionals who apply innovative practices and strategies in order to:

- Assist the federal courts in the fair administration of justice;
- Protect the community; and
- Bring about long-term positive change in individuals under supervision.

**VISION**

The Northern District of California Probation Office strives to create a supportive environment where staff have rewarding careers. Our goal is to create growth opportunities for justice impacted individuals, while upholding the integrity of the judiciary and connecting with the community we serve.

**VALUES**

Accountability  
Integrity  
Innovation  
Diversity  
Collaboration

2026

**Probation Internship Opportunity (Ongoing)  
Job Code: 26-INTERN**

Status: Part-Time

Salary Range: Volunteer Status

Closing Date: Ongoing

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

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.

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

- 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 INSRUCTIONS:**

Employment is subject to background investigation and verification of information supplied. In one PDF document in the following order, applicants must digitally submit:

- A letter of interest with the Job Code listed;
- A resume;
- The Application for Judicial Branch Federal Employment (AO 78 [version 5/24]), including Question Numbers 19, 20, and 21 in the Optional Background Information Section of the Application on Page 5 of 5, which is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Career Opportunities page;

**APPLICATION INSTRUCTIONS (continued):**

Application materials will not be considered complete until all 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 a single PDF document via e-mail 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 e-mail 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.
- Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.
- 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.
- The U.S. Probation Office for the Northern District of California is an Equal Employment Opportunity