



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

## OFFICE OF PROBATION AND PRETRIAL SERVICES

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### PROBATION INTERN

08-UTP-18

OPEN DATE: OCTOBER 29, 2018

CLOSE DATE: NOVEMBER 13, 2018

The Office of Probation and Pretrial Services is accepting applications for the volunteer position of Probation Intern. The term of the internship will be during the Spring 2019 semester. Internships longer than one semester could be available upon reapplying.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

The intern will be provided a meaningful volunteer internship experience through a comprehensive view of the federal probation system. Interns will work closely with a probation officer, learn many of the basic duties and responsibilities of a probation officer and will provide valuable office support and assistance for the administrative functions of the office, which may include any or all of the following responsibilities:

- Attend court proceedings
- Conduct criminal history inquiries with local police departments
- Obtain court records
- Assist in researching & obtaining records to verify an individual's employment, income, education, etc
- Assist in preparation of court-related reports
- Certify treatment attendance and update case files
- Assist probation officers with special projects
- Perform other duties as assigned

#### **POSITION REQUIREMENTS:**

- General knowledge of general office practices and equipment.
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping and presentation preparation is needed.
- Proficiency in Microsoft Word, Excel, Access, PowerPoint, Adobe Acrobat and internet.
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
- Understanding the importance of the confidentiality issues inherent to the court is critical.
- Ability to exercise mature judgement.
- Ability to follow detailed instructions and multi-task.
- Compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Be well groomed and exhibit a professional appearance.

**QUALIFICATIONS:**

An intern must be at least a junior in college but may also be a graduate or law student and have an interest in the Criminal Justice field. Undergraduate degree recipients, recent graduates, and those pending graduate school enrollment may also be considered.

**BENEFITS:**

Interns are unpaid volunteers and are not benefits eligible. Interns would be responsible for parking/transportation to the work site.

**CONDITIONS OF INTERNSHIP:**

Incumbent must be a United States citizen and must complete a successful background check for this position. Incumbent must complete 200 work hours over the course of the internship. The term of the internship will begin on or about January 7, 2019. Work schedule will be determined upon internship offer, while work must be completed during standard business hours.

**APPLICATION PROCEDURES:**

Qualified candidates are invited to submit:

- A letter of interest, including school information/major, plus days/duration of availability
- Completed Federal Judicial Branch Application for Employment (AO-78) (download <http://www.uscourts.gov/>)
- Resume detailing all relevant experience, education and skills
- Letter of qualification from an appropriate facility representative
- College/University transcripts (official or unofficial reflecting most recent academic semester & cumulative GPA as of the application date)
- Three professional references

Completed application packages must be postmarked or emailed no later than November 13, 2018. Incomplete application packages will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview.

Please email completed application packages in PDF format to [UTD\\_HumanResources@utd.uscourts.gov](mailto:UTD_HumanResources@utd.uscourts.gov) or mail to:

**UNITED STATES DISTRICT COURT  
HUMAN RESOURCE OFFICE  
ATTN: PROBATION INTERNSHIP  
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