



Job Title	U.S. Probation Intern (uncompensated)
Department	Judicial Branch
Agency	United States Probation Office - Western District of Tennessee
Open Period	Open until filled
Duty Location	Jackson, TN and Memphis, TN

Job Summary
<p>The Student Internship Program for the United States Probation Office in the Western District of Tennessee is designed to provide practical learning experience as part of the ongoing higher education of a student in a relevant field of study. Those accepted as student interns will be required to assist in various functions of probation while maintaining professionalism and adhering to national and local policies. Interns observe and assist in agency functions without compensation.</p> <p>Interns will accompany United States Probation Officers to various court hearings and will assist officers in obtaining information of relevance to presentence and supervision. This may include family, residential, employment, mental health, substance abuse, and criminal history information. A student's participation in the Internship Program will be scheduled and overseen by an Intern Coordinator delegated by the Chief Probation Officer.</p> <p>As the United States Probation Office is a component of the federal judiciary, information obtained in the course of an internship is strictly confidential and may not be disclosed. Interns will be required to abide by all agency, court, and national codes of conduct, policies, and procedures. A description of the role and responsibilities of United States Probation Officers is available at http://jnet.ao.dcn/Probation_and_Pretrial_Services/Publications/Court_and_Community/Probation_Officers.html.</p>

Qualifications:

To qualify for consideration as an intern, a student must be currently enrolled in a bachelors, masters, or doctoral degree program with a 3.0 (or equivalent) grade point average or higher. The applicant must be a junior, senior, or post-graduate student in a major course of study relevant to probation functions. Acceptable academic programs include, but are not limited to, criminal justice, criminology, psychology, sociology, social work, political science and public administration.

To be accepted into the Student Internship Program, the candidate must be available a minimum of four (4) hours per week during normal office hours of 8:00 a.m. to 5:00 p.m.

Students accepted for an internship should generally have no criminal record and must be healthy enough to engage in assigned activities.

Selection Criteria:

Upon applying for an internship, student candidates will be evaluated for acceptance into the internship program by the Intern Coordinator. The Intern Coordinator will conduct criminal record, credit, and background checks as appropriate. Selections are subject to final approval of the Chief Probation Officer.

Responsibilities of Intern:

The intern will, under the direction and oversight of the Intern Coordinator, participate in training and duties which may include assisting in the preparation of presentence reports and the supervision of offenders. The intern may also be required to assist in other duties as assigned and will be required to maintain a schedule as established with the Intern Coordinator.

Expectations of Institutional Representative:

Prior to commencement of an internship, the Chief Probation Officer and an academic representative of the student's college or university shall execute a memorandum of understanding. This memorandum outlines the rights and responsibilities of the U.S. Probation Office and the student's college or university in relation to internships. The institutional representative is expected to communicate with the Probation Intern Coordinator regarding documentation and grading requirements and any particular concerns.

Expectations of Academic Advisor / Program Representative:

Prior to acceptance into the program, the student's advisor or academic representative is to provide the Intern Coordinator with an outline of the school's expectations for the internship, including time frames and documentation and grading requirements.

Application Requirements:

Before applying for acceptance into the Internship Program, students should be aware of the requirements of their college or university. To apply for the Internship Program, students must electronically submit the following to probation_interns_jobs@tnwd.uscourts.gov.

- * Letter of Interest
- * Completed and signed Federal Judicial Branch Application for Employment (AO 78) (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>)
- * Contact information for three reference individuals to include one personal, one professional, and one academic reference. References should know the candidate's qualifications and capabilities and should not be relatives of the candidate.
- * College transcript

What Happens Next:

The Intern Coordinator will contact the top applicants for an interview to assess their appropriateness for an internship and to provide further information on the program. Applicants who remain under consideration for an internship will be required to execute authorizations for credit and reference checks and a juvenile record inquiry. Applicants are subject to drug screening prior to appointment and at any time during an internship. The Intern Coordinator will notify applicants in a timely manner of acceptance or nonacceptance and will set a start date and office schedule for the selectee. The Intern Coordinator will likewise notify the student's school advisor of acceptance in the program to discuss mutual expectations.