

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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INTERNSHIP PROGRAM

U.S. PROBATION OFFICE- SAN JOSE

NORTHERN DISTRICT OF CALIFORNIA

2015/2016

The U.S. Probation Office for the Northern District of California invites applications for unpaid internships with its branch office in San Jose. The interns will provide assistance to the office under the guidance of a federal probation officer and other staff.

Representative duties include the following:

- Collaterals: Interns will receive collateral assignments, retrieve documents from the various court venues for their own assignments as well as for other officers if needed. Interns will learn how to read criminal records, verify criminal history, and respond to requests in writing (in guideline format).
- Review Cases/Work with Unemployed Offenders
- Assist in the preparation of federal presentence reports.
- Project/Investigative Work
- Court Exposure: Interns will accompany a presentence investigator and/or a supervision officer to court to observe the court process.
- Data Entry
- Work closely with U.S. Probation Officers

Interns will be provided with a brief overview of Federal Probation and the Presentence Investigation and Supervision processes. They will be trained on performing their duties as referenced above.

The San Jose branch office of the U.S. Probation Office is a challenging environment where interns can expect to work with line officers and support staff. The internship provides the opportunity to learn a wide variety of practical legal skills in multiple areas of the criminal justice system. Each intern is supervised closely and given extensive feedback by a U.S. Probation Officer.

The San Jose branch office for the U.S. Probation Office is seeking interns. To be eligible, students must be enrolled, and in good academic standing, at an accredited college or university. The court requires dependability and commitment to a consistent work schedule between 8:00 a.m. and 5:00 p.m. The internship program would require a six month commitment with at least eight hours per week. The schedule is somewhat flexible and will be finalized with the students and their college or university upon internship selections.

Interested students should immediately contact the San Jose Intern Coordinator:

Kyle Pollak, United States Probation Officer
U.S. Probation Office
280 S. First Street, Suite 106
San Jose, CA 95113
Phone: (408) 535-5204
kyle_pollak@canp.uscourts.gov

Before intern selections are made, in-house interviews will be conducted and are at the applicants own expense. Before starting work, interns must undergo a satisfactory background check, sign an acknowledgment of gratuitous services and waiver for uncompensated employee form, and receive the Oath of Office.

**THE U.S. PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER.**