



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Southern District of California

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Announcement # Spring 2025

Position	U.S. Probation Intern (Unpaid)
Date Opened	November 5, 2024
Closing Date	Open until filled, preference given to applications received by December 2, 2024.
	More than one position may be filled from this announcement.
Location	San Diego Main Office, 101 W. Broadway, Ste. 700, San Diego, CA 92101 Edward J. Schwartz U.S. Courthouse, 221 W. Broadway, Ste. 1100, San Diego, CA 92101 Chula Vista Office, 303 H Street, Ste. 500, Chula Vista, CA 91910

The U.S. Probation Office for the Southern District of California serves the Court by investigating and supervising individuals convicted of federal crimes. Some examples of federal crimes include interstate drug crimes, tax evasion, major frauds, cybercrimes, and immigration violations. The probation office has over 175 employees including probation officers and administrative support staff.

Mission Statement: As the United States Probation Office serving the Southern District of California, with a commitment to justice...we provide the court with accurate and objective information, with sound recommendations, to support fair sentences. We protect our community by monitoring offenders and enforcing court orders. We promote positive individual change by addressing offenders' needs through effective use of community resources.

DUTIES AND RESPONSIBILITIES

The internship positions may be assigned to either the Investigation or Supervision Division.

Investigation Division interns will be working with Probation Officers who conduct investigations and prepare reports for the court. In the Supervision Division, the interns will work with Probation Officers who supervise offenders to maximize adherence to imposed conditions, reduce risk to the community, and refer to appropriate community and correctional treatment. In both divisions, the interns will work under the supervision of and under the direction of a Probation Officer.

Additional duties may include: attend in-house or classroom training, including Probation Officer training, attend court hearings, assist in Ready to Work program for offenders, occasionally accompany an officer to a contract vendor, treatment program or Residential Reentry Center, or assist with collateral investigations.

QUALIFICATIONS

To qualify for an Intern position, the candidate must be a U.S. Citizen and a high school graduate or equivalent. Candidate must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment in an accredited college/university must be provided. A background investigation including fingerprinting and criminal history will be conducted on final candidates.

REQUIREMENTS

Dependability and commitment to a consistent work schedule are required. Interns must work a minimum of four hours each day with a total of 12 to 20 hours per week during the hours of 8:00 a.m. – 5:00 p.m.

PERSONAL CHARACTERISTICS

A successful candidate must be professional, responsible, organized and detailed-oriented. Must also possess tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

APPLY BY SUBMITTING

1. A resume, which includes key accomplishments
 2. Cover letter
 3. College transcripts, and
 4. Application for Federal Judicial Employment (AO78)
 - Link to application form AO78: <http://www.uscourts.gov/forms/AO078.pdf>
- **Positions in a Federal Law Enforcement Office are required to complete background questions 18, 19 and 20 on page 5 of the application form.

Submit materials via email (single PDF document): careers@casp.uscourts.gov
Subject: Human Resources Announcement # Spring 2025

ADDITIONAL INFORMATION

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER