



<b>Job Title</b>	U.S. Probation and Pretrial Services Intern (uncompensated)
<b>Department</b>	Judicial Branch
<b>Agency</b>	United States Probation and Pretrial Services Office - Western District of Tennessee - <a href="http://tnwd.uscourts.gov">tnwd.uscourts.gov</a>
<b>Open Period</b>	Until filled
<b>Duty Location</b>	Jackson, TN and Memphis, TN

<p><b>Job Summary</b></p> <p>The Student Internship Program for the United States Probation and Pretrial Services 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 will observe and assist in agency functions without compensation.</p> <p>Interns will accompany United States Probation and Pretrial Officers to various court hearings, and they will assist officers in obtaining information of relevance to pretrial, 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 and Pretrial Services 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.</p>
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**Qualifications:**

To qualify for consideration as an intern, a student must be currently enrolled in a bachelors, masters, or doctoral degree program and must maintain 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 the normal office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Students accepted for an internship should have no criminal record and must be healthy enough to engage in assigned activities. Students must be U.S. citizens and have a valid driver's license.

### **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 pretrial and 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 and Pretrial Services 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 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 [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov). Please reference **Intern Application** in the subject line of the email.

- Letter of interest (one-page limit – must specify academic term(s) applicant is available)
- Current resume (two-page limit)
- College transcript
- Contact information for one professional/academic reference with knowledge of the candidate's qualifications and capabilities (academic reference preferred)
- Completed and signed AO 78 - Application for Judicial Branch Federal Employment (<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>).

### **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 a credit check, reference checks, and a criminal record inquiry. Applicants are subject to drug screening prior to appointment and at any time during an internship. The Intern Coordinator will notify interviewed 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.

## VOLUNTARY RACE/ETHNICITY, GENDER, & DISABILITY IDENTIFICATION

(Please read the Privacy Statement and Specific Instructions before completing.)

### Privacy Statement

You are requested to furnish this information to aid the federal judiciary in reporting on equal employment opportunities. Solicitation of this information is in accordance with Judicial Conference of the United States policy. This information will be used in planning and monitoring fair employment practices programs. Your furnishing this information is voluntary. Your failure to do so will have no effect on you or your federal employment.

**Specific Instructions:** Please enter your name, position, identify your gender and whether or not you have a disability. Select the race/national origin category with which you most closely identify.

1. Name: *(Last, First, MI)* \_\_\_\_\_

2. Position: \_\_\_\_\_

3. Gender:  Female  Male

4. Disability:  Yes  No

5. Race / National Origin: *(select one of the following)*

(A)	<input checked="" type="checkbox"/> American Indian or Alaska Native <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
(B)	<input type="checkbox"/> Asian <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
(C)	<input type="checkbox"/> Black/African American <i>(not Hispanic or Latino)</i>	A person having origins in any of the black racial groups of Africa.
(Q)	<input type="checkbox"/> Hawaiian or Other Pacific Islander <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
(D)	<input type="checkbox"/> Hispanic	A person having origins in Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
(E)	<input type="checkbox"/> White/Caucasian <i>(not Hispanic or Latino)</i>	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Also includes persons not reported in other categories.
(X)	<input type="checkbox"/> Declined to Report	The individual declines to report his or her race or national origin at this time.

### For Office Use Only:

Department ID \_\_\_\_\_