

# U.S. Probation Office, District of Oregon Internship Program



♣ *We promote justice, reduce risk to the community, and provide opportunities for positive change.* ♣

The U.S. Probation Office for the District of Oregon seeks qualified applicants for unpaid student and volunteer internship positions. While working with U.S. Probation Officers, interns will help conduct investigations, attend court hearings, and observe client meetings. Intern duties will vary depending on applicant skills and available positions, and may include assisting with case management, conducting research, developing community resources, and helping prepare reports for the court. Interns will receive training and experience related to multiple aspects of the federal criminal justice system.

## Qualifications

A U.S. Probation Office internship requires a commitment of at least 10 weeks, and a total of 160 hours, at an office location in the Portland or Eugene federal courthouses. Hours per week are negotiable, but preference will be given to applicants who can commit to a regular schedule of at least 16 hours per week. Applicants should also meet the following minimum qualifications:

- Have a 3.0 or greater cumulative grade point average
- Be 20 years of age or older
- Be a legal resident of the United States or possess authorization to work in the United States
- Have no current or past issues with drug or alcohol abuse
- Pass a background investigation

## Necessary Skills and Attributes

- Strong verbal and written communication skills
- Experience and familiarity with common computing software
- The ability to read, interpret, and summarize records and legal documents

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- A basic understanding of the criminal justice system and the role of the probation officer
- A strong sense of personal and professional ethics

### **Application Process**

Interested applicants should submit the following:

- A letter of interest, which should include a summary of the applicant's qualifications, a brief description of their professional goals and objectives, and a statement of what they hope to gain from participation in an internship (A resume is optional but may also be included)
- A completed Federal Judicial Branch Application for Employment (Form AO 78, provided by the probation office)
- A current college or university transcript (may be an unofficial transcript copy)

College-enrolled applicants may submit application materials via Handshake, where open positions and application deadlines will be updated regularly. Qualified individuals will be contacted for an interview.

For more information, or to obtain or submit application documents, please contact one of the following members of the U.S. Probation Office Internship Committee:

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Internship Site Coordinator, Portland

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