



STUDENT INTERN (PAID / PART-TIME)

UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

The United States Pretrial Services Agency in the Northern District of California is currently accepting applications for a paid, part-time Pretrial Services Technician (Student Intern). We are seeking highly motivated student applicants (undergraduate and graduate) with diverse backgrounds, experiences, and perspectives, who are contemplating careers in the criminal justice profession. The Pretrial Services Technician (Student Intern) will provide operational support to one of our three divisional offices. They will assist in the day-to-day operations and work closely with U.S. Pretrial Services Officers and staff to accomplish our mission to safely reduce unnecessary, federal pretrial detention. More than one position could be filled by this announcement.

DUTY STATION: San Francisco, San Jose or Oakland, California
CLOSING DATE: Open Until Filled
SALARY: 22.29 per hour / bi-weekly (Classification Level 22 / Step 18)
HOURS: 16 – 24 hours per week

OUR MISSION

It is our mission to safely reduce unnecessary pretrial detention. We do so by providing high quality investigation and supervision services that enhance community safety while respecting the presumption of innocence. We remain focused on providing services and support that promote positive, transformative change in the lives of those we serve.

AGENCY INFORMATION:

The U.S. Pretrial Services Agency, which is the bail investigation agency for the U.S. District Court, assists judicial officers with reducing unnecessary pretrial detention by providing timely, objective, and verified background information on federal defendants. The information provided to the court is used in setting reasonable, least restrictive bail conditions. Based on the results of thorough investigations, U.S. Pretrial Services Officers provide the judicial officers with a recommendation either for detention or release. If a release recommendation is made, the officers also recommend whether the release should include special conditions intended to reasonably assure community safety and appearance at future court proceedings based on identified risk factors. Defendants are supervised from the time of their release until dismissal, sentencing or self-surrender to serve a

prison term. The U.S. Pretrial Services Agency is also responsible for investigating and supervising pretrial diversion cases. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the U.S. Pretrial Services Agency delivers services that benefit the defendant, the court, and the community. The Northern District of California covers 15 counties, primarily along the northwestern coast of California, from the Oregon border to southern Monterey County. Its headquarters is in San Francisco, with division offices in San Jose and Oakland, California, and a satellite office (unstaffed) in McKinleyville.

PRIMARY DUTIES:

- Assist with completing reports and correspondence for the courts and other stakeholders
- Assist Officers with administrative duties such as scanning, shredding, copying, filing, and conducting database searches, adding chronological entries, etc.
- Assist with conducting criminal record checks through local/national law enforcement databases through telephone calls and correspondence
- Maintain chain of custody logs/files for the drug testing program
- Perform receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member
- Process outgoing mail/receiving mail and routing to the appropriate staff member
- Perform other duties as assigned

QUALIFICATIONS:

- Applicant must be a high school graduate or equivalent
- Applicant 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 must be provided
- Ability to communicate effectively both orally and in writing
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail, and web searches, etc.
- Familiarity with standard office equipment such as scanners, copy machines and fax machines
- Proficient typing and data entry skills
- Flexibility in adapting to workplace changes

In addition, the successful candidate must also possess the following abilities:

- Maintain confidentiality
- Work in a team setting
- Meet required deadlines, maintain case-related tracking systems
- Maintain focus despite interruptions
- Strong knowledge of office procedures, practices, and processes
- Draft documents applying proper grammar and can edit effectively
- General knowledge of the criminal justice system and legal terminology
- Fluency in other languages is helpful, but not required

During their internship period, students will have opportunities for:

- Practical learning experiences relevant to their academic studies

- Gaining an in depth understanding of the Bail Reform Act, the U.S. Pretrial Services Agency, and the Federal Judiciary
- Exposure to a broad view and perspective of the federal criminal justice system
- Engaging with individuals from various agencies within the federal criminal justice system
- Visiting various contracted service providers
- Honing their active listening, critical thinking, and communications skills; and
- Experiencing a professional, high paced work environment

GENERAL INFORMATION:

- Applicants must be U.S. citizens or otherwise be eligible to work in the United States and have a valid driver's license or state identification
- Work generally performed in an office setting (professional business attire required)
- Some local travel may be required
- Incumbent may have contact with persons with violent or criminal backgrounds

TO APPLY:

Interested candidates should submit a letter of interest, current resume, two letters of recommendation (from instructors, advisors, or recent employers) and a copy of college transcripts to [Jalei Kinder@canpt.uscourts.gov](mailto:Jalei_Kinder@canpt.uscourts.gov). Due to the volume of applications received, the U.S. Pretrial Services Agency will only communicate with those qualified individuals who will be interviewed. **We will hold applications for those not selected at this time for future internship opportunities.**

NOTICE TO APPLICANTS:

The U.S. Pretrial Services Agency requires:

- ✓ All employees must adhere to the federal Judiciary's Code of Conduct, which is available upon request.
- ✓ The applicant will be subject to a background criminal record check after an employment offer is made.
- ✓ The courthouse is a smoke-free environment.
- ✓ Direct Deposit is required for payment of compensation for employees.

WHEN ACTUALLY EMPLOYED STATUS:

This position is a When-Actually-Employed (WAE) appointment. Work hours are determined by each student's school schedule and compensation is based on the actual hours worked, not a set salary. However, students must be able to work in the office at least 16 hours each week with shifts that are at least four hours in duration.

BENEFITS:

WAE appointed staff are excluded from retirement, health, and life insurance coverage, tax deferred savings plans, vacation, and sick hours.

THE U.S. PRETRIAL SERVICES AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER