

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

GENNINE A. HAGAR
CHIEF UNITED STATES PROBATION OFFICER



E. BARRETT PRETTYMAN U.S. COURTHOUSE
333 CONSTITUTION AVENUE, N.W., SUITE 2700
WASHINGTON, D.C. 20001-2866
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**INTERNSHIP OPPORTUNITY
(SUPERVISION)**

Announcement Number: 08-DC-01

Position Title: Intern (Supervision)
Volunteer

Position Location: United States Probation Office
Washington, D.C.

Open Date: February 11, 2008

Closing Date: October 31, 2008

(Work schedule negotiable.)

More than one position may be available.

DUTIES AND RESPONSIBILITIES:

The Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will learn many of the duties of a probation officer and will assist the supervision officer by maintaining personal contact with offenders through office and community visits; seeking information from organizations and others by telephone and written correspondence; investigating an offender's employment, sources of income, lifestyle, and criminal associations; record keeping; preparing non court-related reports; and attending court proceedings. Interns will assist Senior Probation Officers with special projects and perform other duties as assigned.

JOB REQUIREMENTS:

The successful applicant must be a college graduate or currently enrolled in an accredited undergraduate or graduate program. If enrolled in an accelerated undergraduate degree program, the applicant must have completed at least 60 credits.

EMPLOYEE BENEFITS:

We offer the opportunity for Interns to develop an understanding of the criminal justice system through exposure to the United States District Court, and the Judges of this Court. Interns will also develop knowledge of federal probation and parole legal requirements, policies and procedures, sentencing guidelines and applicable case law, investigative and supervision techniques, and the roles, responsibilities and relationships among the Federal Courts, Parole Commission, and the Bureau of Prisons. Interns will enhance their ability to communicate orally and in writing. Interns will also be eligible for Metrochek (mass transit subsidy).

BACKGROUND INVESTIGATION:

A complete background investigation is required for employment with the United States Probation Office for the District of Columbia. Investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports.

A complete position description is posted in the United States Probation Office for the District of Columbia.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia.

United States Citizenship is required for consideration for this position.

APPLICANTS MUST SUBMIT:

- Cover letter
- Resume
- Writing Sample
- Official Transcripts (*required*)

You must submit **ALL** documents to be considered for this opportunity to:

Geninne A. Hagar, Chief
United States Probation Officer
333 Constitution Ave. NW, Suite 2700
Washington, D.C. 20001-2866
Reference Announcement #08-DC-01