

**INTERNSHIP OPPORTUNITY
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**



ANNOUNCEMENT NUMBER: PTS 2012 - 02

POSITION: PRETRIAL SERVICES TECHNICIAN
(aka Student Intern)

SALARY/ HOURS: \$14.26 per hour (14-20 hours per week)
*Increased hours may be available
during school breaks*

LOCATION: U.S. Pretrial Services Agency
San Francisco or San Jose office

POSITION OPENS: November 28, 2011 - Wednesday
POSITION CLOSES: December 9, 2011 - Friday
Interviews will begin on December 14^h

**SUBMIT RESUME AND
COVER LETTER TO:** Carol K.J. Mendoza, US Pretrial Services Officer
c/o U.S. Pretrial Services Agency
1301 Clay Street, Suite 100-C, Oakland, CA 94612
Contact Telephone #: (510) 637-3754 FAX #: (510) 637-3761

The U.S. Pretrial Services Agency is an agency of the judicial branch of the United States government. Pretrial Services is an “alternatives to detention” organization responsible for the investigation and supervision of federal criminal defendants.

REPRESENTATIVE DUTIES

- Assist officers in the completion of reports and correspondence to the Court;
- Maintain files and case records as required;
- Prepare and process criminal history verifications; and
- Provide operational support services including, but not limited to, scanning documents, answering phones, mailings, case file organization, attending court, and other tasks as assigned.

QUALIFICATIONS

EDUCATION: Candidate must have **current undergraduate standing** in an accredited college or university with a concentration in the Social Sciences, Pre-Law, Criminal Justice, or in a field appropriate to the subject matter.

GENERAL AND PERSONAL CHARACTERISTICS: Possess tact, sound and balanced judgment, ability to meet deadlines, and strong verbal and writing skills. Bi-lingual skills (Spanish, Cantonese, or Vietnamese) would be helpful, but not required.

JOB EXPOSURE: Interns will be exposed to the federal courts, counseling/guidance and pretrial programs in a closely allied workforce, including individuals within the law enforcement community. The incumbent will work on a daily basis with officers and administrative staff.

WORKING HOURS: The incumbent must be able to work a minimum of 14 (maximum of 20) hours per week. Depending on the needs of the agency, interns may work additional hours during the school break.

All applicants who are selected to be interviewed for the position must provide (on the day of the interview) two letters of recommendation from instructors, student advisors, or recent employers, and an unofficial copy of school transcripts.

DRESS CODE

Proper professional business attire is required during work hours

(Men: shirt, tie, slacks, dress shoes; Women: closed-toed shoes, stockings, skirt or suit pants, blouse).

**APPLICANTS MUST SUBMIT A RESUME AND COVER LETTER TO U.S. PRETRIAL SERVICES PRIOR TO CONSIDERATION
SUCCESSFUL APPLICANTS WILL BE SUBJECT TO A NATIONAL CRIME INFORMATION CENTER BACKGROUND CHECK**

THE UNITED STATES PRETRIAL SERVICES AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER