

Internship Announcement

San Joaquin County Probation Department Intern

Department: San Joaquin County Probation Department

Project Focus: Case Management and Client Supervision - Criminal Justice

Summary:

The San Joaquin County Probation Department is seeking an energetic, responsible, self-motivator to participate as an intern with the Probation Department. This project will offer the intern an opportunity to learn parts of the Criminal Justice process. Interns will gain experience assisting with processes associated with caseloads of juvenile or adult offenders.

Intern Responsibilities & Learning Objectives:

- Shadow Deputy Probation Officers to gain knowledge of the inner workings of managing a caseload and monitoring clients
- Learn to assist with maintaining a variety of records and case files
- Assist with projects and various tasks as related to the job functions of probation line staff. Areas of concentration are dependent on the assignment

Requirements & Qualifications:

- Energetic and enthusiastic about the criminal justice process
- Detail oriented with strong visual, graphic, technical and verbal communication skills
- Team players who are comfortable working with others
- Ability to follow oral and written instructions
- Ability to meet deadlines and timelines for projects and assignments
- Willingness to learn and grow in a professional environment

Eligibility:

- A student currently enrolled at a two to four year college or university and in good standing with the college or university, AND
- Available to work during regular business hours

Due to the sensitive nature of the information the internship affords, a background check will be conducted.

- Pre-Employment Drug Screening and Background: Potential appointees into this internship are required to successfully pass a pre-participation drug screen and a background investigation as a condition of participation. Final appointment cannot be made unless the eligible has passed the drug screen and successfully completed the background process. The County pays for the initial drug screen.

Schedule:

- 10-20 hours per week during the intern's academic schedule or up to 32 hours per week during academic breaks
- Monday through Friday work week schedule with flexible work hours from 8 AM to 5 PM
- No monetary compensation, Work experience only

Intern Submission Procedures:

- Send a cover letter and resume to internships@sjgov.org
- The subject line should read: San Joaquin County Probation Department Intern
- Optional documents to include are official transcripts and letters of recommendation
- Selection interviews will be conducted by San Joaquin County Probation Department designee

*All internship related materials sent to San Joaquin County or San Joaquin County Probation Department are kept for our records.