



## **NOTICE OF POSITION VACANCY**

### **UNITED STATES PROBATION OFFICER INTERNSHIP**

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<b>SALARY:</b>	<b>Unpaid Position</b>
<b>AVAILABLE LOCATIONS:</b>	<b>Casper and Cheyenne, Wyoming</b>
<b>AVAILABLE SEMESTERS:</b>	<b>Fall, Spring, and Summer</b>
<b>STARTING DATE:</b>	<b>Flexible</b>

The United States Probation Office for the District of Wyoming, a division of the United States Courts, is accepting applications for unpaid internships from students interested in pursuing a career in criminal justice or law. This is an excellent opportunity for students presently enrolled in criminal justice, sociology, counseling, guidance, or law to gain "hands-on" experience in a criminal justice setting.

#### **POSITION SUMMARY**

Students will observe and participate in the criminal justice process of the United States District Court for the District of Wyoming at the pretrial, sentencing, and supervision stages. At the pretrial stage, students will observe the arraignment process and observe Probation Officers prepare pretrial services (bail) reports for United States Magistrate Judges; observe defense and prosecution strategy at trials and post trial proceedings, including sentencing hearings; may be afforded the opportunity to witness behind the scenes activities relating to the sentencing process; will become familiar with presentence investigation reports and the supervision of offenders on probation, parole, supervised release, home detention and electronic monitoring. This program will provide a unique opportunity for the student to participate in a work environment which will provide exposure to the administration of the U. S. District Court, various federal and state law enforcement agencies, the U. S. Attorney's Office, the Federal Defender's Office, private law firms, correctional facilities, and numerous community service agencies.

Probation Officers are multi-skilled career employees who work with the legal profession (defense attorneys and United States Attorneys), law enforcement agencies (FBI, DEA, Secret Service, United States Customs, police agencies, sheriffs offices, etc.); correctional institutions (prisons, jails, contract halfway houses, etc.) and the United States District Court. They are required to possess a knowledge of human behavior, and counsel and supervise offenders to bring about a change in behavior, while ensuring the protection of society. During the supervision stage, the Probation Officer enforces the conditions of release and acts as a broker/provider of human services by assisting the offender in obtaining employment, and counseling for drug/alcohol problems, marital and financial problems, etc.

## **QUALIFICATIONS FOR APPOINTMENT OF STUDENT INTERN**

To be eligible to participate in the internship program, the following prerequisites must be met:

- A. United States citizen.
- B. Not more than 37 years of age.
- C. Junior, Senior or Graduate student in good class standing at an accredited college, university, or educational institution.
- D. Minimum academic grade point average of 3.0 on a 4-point scale. Exceptions to this requirement will be reviewed on a case by case basis.
- E. Enrolled in not less than half time in a course of study related to the work to be performed.
- F. Physical, mental, and emotional health must be such that student is capable of carrying out the activities required by the internship.
- G. Not use any illegal controlled substance.
- H. Free of any prior criminal history.

The Probation Office prefers students who have completed course work in corrections or criminal justice, including courses in probation, parole, or similar course work. The course work requirement may be waived by the Chief Probation Officer.

## **HOW TO APPLY:**

**For further information and a student intern application contact the Internship Coordinator, Laura G. Conrad, U.S. Probation Officer, at (307) 232-2670, or visit our website at [www.wyp.uscourts.gov](http://www.wyp.uscourts.gov).**

Students interested in an internship with the Probation Office should contact their faculty representative for a recommendation for placement. Applicants selected must undergo a background investigation by the Probation Office. Students will be expected to dress appropriately for working in the courts and demonstrate professional behavior

In an effort to obtain mature students who are sincerely interested in the correctional field, the following procedures have been formulated for the selection of student interns.

Interested students should forward to the Internship Coordinator the following documents:

- A. Letter of interest;
- B. Student Intern Application;
- C. Letter affirming qualification for internship from the appropriate faculty representative of the college or university;
- D. School paper on any subject in order to assess writing skills;
- E. Copy of graduate and undergraduate transcripts; and
- F. Name, address and telephone number of at least two references.

The above materials should be provided no later than four weeks prior to the term in which the internship is anticipated (exceptions should be arranged with the Internship Coordinator). The student intern's physical, mental, and emotional health must be such that they are capable of carrying out the activities required by the internship. The Internship Coordinator will contact selected students and arrange for them to visit the Probation Office for the purpose of a personal interview.

Whenever possible, selection of student interns will be made well in advance of the beginning of the term or semester for which the student intern will serve.

Application packets should be submitted to:

Laura G. Conrad  
Internship Coordinator  
U.S. Probation Office  
111 S. Wolcott, Room 300  
Casper, WY 82601  
Phone: 307-232-2670  
Fax: 307-232-2680  
E-mail: [laura\\_conrad@wyp.uscourts.gov](mailto:laura_conrad@wyp.uscourts.gov)