

UNITED STATES DISTRICT COURT

District of Nebraska

Agency: Probation and Pretrial Services Office
Position: Intern
Location: Omaha or Lincoln, Nebraska

Summer Application Opening Date: February 1
Summer Application Closing Date: March 31

Fall Application Opening Date: April 1
Fall Application Closing Date: May 31

Spring Application Opening Date: September 1
Spring Application Closing Date: October 31

Applications received by the closing date will receive priority consideration.

Position Overview

The United States District Court for the District of Nebraska is seeking a qualified Intern. This position is located in the Probation and Pretrial Services Office of the United States District Court. This is an unpaid internship.

The incumbent provides a range of administrative and technical support to the Office. This is a part-time position, must be able to commit to a minimum of four hours per day two days per week. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Learning Objectives

Pretrial Services Unit:

- Complete an Introduction to Volume 8, Part A of the Guide: Investigations;
- Assist officers with completing federal pretrial investigations on defendants, including but not limited to: utilizing the automated program PSX, compile criminal histories, conduct collateral contacts, verify demographic information, assist with completing the risk assessment tool (PTRA), assess risk of nonappearance and danger to the community, and participate in formulating recommendations to the court;
- Learn the various types of investigations: Post-Detention and Post Release Investigations; Special Investigations;
- Gain an understanding of the Mandatory Conditions, alternatives to detention, conditions of release, diversions, and confidentiality issues;
- Attend court hearings. Meet with Article III Judges, U.S. Magistrate Judges, Assistant U.S. Attorneys, members of the defense bar and case agents;

- Introduction to Monograph 111 regarding the supervision of individuals released under pretrial supervision;
- Gain an understanding of and assist officers with case plans and case staffings;
- Learn about what is involved with determining and implementing response to noncompliance;
- Gain an understanding of the revocation process, release status reports and attend court hearings;
- Receive an overview of the Senior Specialist positions, specifically, Drug and Alcohol Treatment Specialist, Location Monitoring, Detention Review and Special Offender (Sex Offender and Mental Health);
- Attend approved in-house training and workgroups.

Presentence Unit:

- Gain a basic understanding and knowledge regarding the United States Sentencing Guidelines and the federal sentencing process;
- Learn how criminal history background checks are conducted on individuals being prosecuted for federal criminal offenses in the District of Nebraska;
- Actively participate in the presentence investigation of individuals being prosecuted for federal criminal offenses in the District of Nebraska;
- Have contact with individuals being prosecuted for federal criminal offenses in the District of Nebraska and actively participate in investigating all aspects of their background;
- Receive a thorough explanation and be actively involved in completing the various parts of a presentence investigation report;
- Learn the factors considered when making sentencing recommendations and be actively involved in completing sentencing recommendations;
- Attend court hearings and meet with Article III Judges.

Supervision Unit:

- Introduction to supervision and Monograph 109 regarding probation, supervised release, parole, conditional release and juveniles;
- Understanding the process for pre-release and direct cases, establishing and opening supervision, and field work
- Case planning (PCRAs, Initial Plan/Updates) and case staffings
- Determining and implementing response to noncompliance
- Gain an understanding of the revocation process and attend Court hearings;
- Learn the factors considered when transitioning from general caseload to low activity, early termination and case closure responsibilities;
- Overview of the Senior Specialist positions, specifically DATS, Evidence-Based Practices, High Intensity/Pre-Release, Home Confinement/Location Monitoring and Special Offender (Sex Offender/Mental Health);
- Attend approved in-house training and workgroups.

Qualifications

Education:

High school graduation or equivalent. Third-year college student preferred.

Application Process

Applicants must submit an application packet composed of:

- A cover letter. Please specify your preferred location: Omaha or Lincoln
- A detailed resume that includes full educational background; employment; military service; community service or civic involvement; work with under-represented populations; internships; etc.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>

Send the completed application package to: USDCHR@ned.uscourts.gov.

Applicants are encouraged to include the following detailed information in the resume and AO78: educational background, continuing education, legal training, certifications, second language/sign language skills, community/civic involvement, work with under-represented populations, academic/professional publications, and internships.

If you are unable to submit your letter of application, resume, and application form AO78 in pdf format, we will accept them in paper format at the following address:

Human Resources
United States District Court
Position Announcement: Internship
111 South 18th Plaza, Suite 1152
Omaha, NE 68102-1312

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. The court requires employees to adhere to a Code of Conduct, which is available upon request. Applicants must be U.S. citizens or eligible to work in the United States. The U.S. District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Chief Probation and Pretrial Services Officer reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.