



**United States District Court  
District of South Dakota  
Probation and Pretrial Services Office**

**VACANCY ANNOUNCEMENT 16-00**

**POSITION TITLE:** Pretrial and Probation Services Intern  
**POSITION TYPE:** Temporary Internship  
**POSITIONS AVAILABLE:** 3  
**LOCATION:** South Dakota  
**STARTING SALARY:** \$1205.12 Bi Weekly  
**OPENING DATE:** June 27, 2016  
**CLOSING DATE:** Open until filled

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**Position Overview:**

The Pretrial and Probation Services Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will work with pretrial and probation officers, learn many of the duties and responsibilities that go along with those positions all while promoting community safety. Incumbent will gather information, interact with collateral agencies, prepare reports, conduct investigations, and primarily provide office support and assistance for the administrative functions of the office.

**DUTIES AND RESPONSIBILITIES**

The Pretrial and Probation Intern will assist developing and coordinating programs to implement Evidence Based Programs (EBP), including the targeting in identified risks, needs, responsivity, interventions such as cognitive behavioral therapy, and increasing intrinsic motivation.

The Pretrial and Probation Intern will conduct audits of contracting facilities, attend group counseling sessions at the program being audited, and reviews case files of those persons under supervision or defendants who have been treated by the program. Incumbent may participate in Bureau of Prisons contract facility audits.

The incumbent will have substantial involvement in case plan staffing's in order to provide structured and unstructured clinical judgment of intervention, monitoring, and liberty restriction strategies aimed at decreasing the likelihood of reoffending and/or harm reduction. The Pretrial and Probation Intern will assist with clinical staffing skill development for line officers. Interns will assist with the development of community-based capacity for supervisee support and accountability. Involvement in the collection and analysis of program-specific outcome measures and intervention adjustment collaboration with contract vendors is expected.

**QUALIFICATIONS**

Currently enrolled in an accredited college/university  
College degree in Social Work or Psychology

**BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND FINGER PRINTING  
REQUIREMENTS**

As conditions of Internship, the incumbent will be subject to random drug screening, updated background investigations, and finger printing.

**ADDITIONAL INFORMATION**

- Interns are required to adhere to the Judiciary’s Code of Conduct
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicant must be a U. S. Citizen or be eligible to work in the United States.

**APPLICATION PROCEDURES**

**Persons interested in this position should submit:**

- 1) **The Application for Judicial Branch Federal Employment (AO-78), available at <http://www.uscourts.gov/>**

**Please send application material to:**

**Becky\_orth@sdd.uscourts.gov**

If you have questions about the application procedures, please call Becky Orth at 605.977.8953.

**U. S. PROBATION AND PRETRIAL SERVICES, DISTRICT COURT OF SOUTH DAKOTA, IS  
AN EQUAL OPPORTUNITY EMPLOYER**