

U.S. Pretrial Services, District of Oregon Internship Program



The U.S. Pretrial Services Office for the District of Oregon seeks qualified applicants for internship positions. While working with U.S. Pretrial Services, interns will help conduct investigations, attend court hearings, and observe meetings with clients. Intern duties will vary depending on applicant skills and available positions, and may include assisting with case management and monitoring, conducting research, and helping prepare reports for the court. Interns will receive training and experience related to multiple aspects of the federal criminal justice system.

Qualifications

A U.S Pretrial Services internship requires a minimum commitment of 16 hours per week, for a minimum of 10 weeks, at an office location in the Portland, Eugene, or Medford federal courthouses. Preference will be given to applicants who can commit to three full days a week or more. Applicants should also meet the following minimum qualifications:

- Have a 3.0 or greater cumulative grade point average
- Be 20 years of age or older
- Be a legal resident of the United States or possess authorization to work in the United States
- Have no current or past issues with drug or alcohol abuse
- Pass a background investigation and reference check

Necessary Skills and Attributes

- Strong verbal and written communication skills
- Experience and familiarity with common computing software
- The ability to read, interpret, and summarize records and legal documents
- A basic understanding of the criminal justice system and the role of the pretrial services officer
- A strong sense of personal and professional ethics, integrity, and resilience

Application Process

Interested applicants should submit the following:

- A letter of interest, which should include a summary of the applicant's qualifications, a brief description of their professional goals and objectives, and a statement of what they hope to gain from participation in an internship
- A completed Federal Judicial Branch Application for Employment (Form AO 78, provided by the U.S. Pretrial Services/Human Resources)
- A current college or university transcript (may be an unofficial transcript copy)

Qualified individuals will be contacted for an interview.

For more information, or to obtain or submit an application, please contact the U.S. Pretrial Services Internship Coordinator at:

Christina Song,
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