



STUDENT INTERN (PAID / PART-TIME)

UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

The United States Pretrial Services Agency for the Northern District of California is currently accepting applications for a part-time Pretrial Services Technician (aka Student Intern). This position will provide operational support to one of three offices. More than one position will be filled by this announcement.

DUTY STATION: San Francisco, California
CLOSING DATE: 8/19/2022
SALARY: 20.02 per hour / bi-weekly (Classification Level 22 / Step 05)
HOURS: 16 – 24 hours per week

WAE

This is a When-Actually-Employed (WAE) Appointment. There is no pre-determined work schedule. Work hours are determined by the students' school schedule and compensation is based on the actual hours worked.

OUR VALUES

We value the presumption of innocence. We strive to act with integrity and impartiality. We believe in the power of positive change. We support one another and value our teamwork and diversity. We promote excellence in service to the courts and the community.

OUR VISION

For Our Staff We Aspire To:

- ❖ Foster personal and professional development, advocate for staff, and highlight their achievements.
- ❖ Maintain a great work/life balance.
- ❖ Maintain a supportive, transparent work environment.
- ❖ Be an efficient organization in policies and practices that support our work.

For Our Stakeholders We Aspire To:

- ❖ Make liberty the norm by fostering a culture of release
- ❖ Expand evidence-based resource options for our clients.
- ❖ Motivate and celebrate client transformations.
- ❖ Maintain transparency and communication with all stakeholders and the public.

OUR MISSION

It is our mission to safely reduce unnecessary pretrial detention. We do so by providing high quality investigation and supervision services that enhance community safety while respecting the presumption of innocence. We remain focused on providing services and support that promote positive, transformative change in the lives of those we serve.

AGENCY INFORMATION

The U.S. Pretrial Services Agency, the bail investigation agency for the U.S. District Court, assists judicial officers with reducing unnecessary pretrial detention by providing timely, objective, and verified background information on defendants charged in federal court. The information provided to the court is used in setting reasonable, least restrictive bail conditions. A recommendation is made for detention or release with or without special conditions intended to reasonably assure community safety and appearance at future court proceedings. Defendants are supervised from the time of their release until sentencing or self-surrender to serve a prison term. The Pretrial Services Agency is also responsible for the investigation and supervision of pretrial diversion cases. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the Pretrial Services Agency delivers services that benefit the defendant, the court, and the community.

The Northern District of California covers 15 counties, primarily along the northern coast of California, from the Oregon border to southern Monterey County. Its headquarters is in San Francisco, with division offices in San Jose and Oakland, and a satellite office in Eureka/McKinleyville.

PRIMARY DUTIES

- Assist in completing reports and correspondence for the courts
- Assist Officers with administrative duties such as scanning, shredding, copying, filing, and conducting database searches, chronological entries, etc.
- Assist in conducting criminal record checks through local/national law enforcement databases
- Maintain Chain of Custody Logs/Files for Drug Testing
- Perform receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member
- Process outgoing mail/receiving mail and routing to the appropriate staff member
- Perform other duties as assigned

QUALIFICATIONS:

- Applicant must be a high school graduate or equivalent
- Applicant must be currently enrolled as a part-time or full-time student pursuing an undergraduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided
- Ability to communicate effectively both orally and in writing

- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail and web searches, etc.
- Familiarity with standard office equipment such as scanners, copy machines and fax machines
- Proficient typing and data entry skills
- Flexibility in adapting workplace changes

In addition, the successful candidate should also possess the following abilities:

- Maintain confidentiality
- Work in a team setting
- Meet required deadlines, maintain case-related tracking systems
- Maintain concentration despite interruptions
- Strong knowledge of office procedures, practices, and processes
- Extensive knowledge of proper grammar usage and the ability to edit efficiently
- General knowledge of the criminal justice system and legal terminology
- Fluency in Spanish, Cantonese, or Vietnamese is helpful, but not required

GENERAL INFORMATION:

- Applicants must be U.S. citizens or eligible to work in the United States and have a valid driver's license or state Identification
- Work generally performed in an office setting (professional business attire required)
- Some local travel may be required
- Incumbent may have contact with persons with violent backgrounds
- Applicant must be vaccinated against COVID-19

TO APPLY:

Interested candidates should submit a letter of interest, current resume, two letters of recommendation (from instructors, advisors, or recent employers) and a copy of college transcripts to pepper_friesen@canpt.uscourts.gov Due to the volume of applications received, the U.S. Pretrial Services Agency will only communicate with those qualified individuals who will be interviewed. **Application documents must be received by the close of business, Friday, August 19, 2022.**

NOTICE TO APPLICANTS:

The Pretrial Services Agency requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a background criminal record check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees.

BENEFITS:

When-Actually-Employed (WAE) Appointments are excluded from retirement, health, and life insurance coverage, tax deferred savings plans, vacation and sick hours.

THE U.S. PRETRIAL SERVICES AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER