



**Southern District of Iowa United States Probation Office  
110 East Court Avenue, Room 127  
Des Moines, Iowa 50309-2052**

**“We serve with integrity, courage and compassion,  
promoting justice and positive change.”**

**Position Title: U.S. Probation Student Intern**

**Announcement Number: 20-01**

**Duty Station Locations:**

Des Moines Office: 110 East Court Avenue, Room 127, Des Moines, IA 50309

Davenport Office: 131 East Fourth Street, Room 075, Davenport, IA 52801

Council Bluffs Office: 8 South Sixth Street, Room 240, Council Bluffs, IA 51501

**The opportunity is a non-compensated volunteer assignment**

**Date Open: October 1, 2019      Closing Date: September 30, 2020**

The Southern District of Iowa U.S. Probation Office may modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice.

**Position Overview:**

The United States Probation Office Intern will be located in each of the United States Probation Offices - Des Moines, Davenport, and Council Bluffs. The United States Probation Office Intern will work part-time and be granted flexibility in creating their own schedules based on their academic needs.

The United States Probation Office Intern will focus primarily on securing collateral records at the pretrial stage that will assist the Presentence Report Unit functions of the district.

The duties of the United States Probation Office Intern would be performed under the supervision of a United States Probation Officer and may encompass interviewing defendants and their families, investigating the offense, obtaining and interpreting documents that pertain to the prior record and financial status of defendants, and obtaining and interpreting records from law enforcement agencies, attorneys, victims of crimes, schools, churches, employers, and civic organizations.

The United States Probation Office Intern may observe the United States Probation Officer during personal contacts with offenders as approved by the Supervising United States Probation Officers. United States Probation Office Intern also perform other duties as assigned by the Chief United States Probation Officer, Deputy Chief United States Probation Officer, and Assistant Deputy Chief United States Probation Officers. Day to day supervision of tasks will be assigned by the Supervising United States Probation Officer with input from Senior United States Probation Officer.

### **Duties and Responsibilities:**

- Conduct record checks utilizing NCIC, ICON, Iowa Courts Online, Choicepoint, and Equifax. Research each criminal charge and conviction pertaining to the client being investigated. Send collateral requests to Clerk of Courts, law enforcement agencies, and correctional facilities.
- Review Pretrial Services bond report and send appropriate record requests to medical, mental health, and substance abuse treatment providers, educational institutions, employers, etc. Ensure releases are completely filled out so the appropriate information may be obtained.
- Attend pleas and obtain signed releases from defendants. Take note of any pertinent information revealed during the plea (defendant on any medication, previous substance abuse treatment or mental health treatment, whether a written plea agreement exists, and potential sentencing penalties).
- Assists U.S. Probation Officers in performing pretrial investigations, pretrial diversion, and some aspects of bond supervision functions.
- May assist with the supervision of defendants and offenders and observe U.S. Probation Officers in the office interacting with offenders and defendants.
- Attend sentencing proceedings with the PSR Unit U.S. Probation Officers and participate in telephone interviews or interviews conducted in person at the probation office. Wherever possible, the U.S. Probation Office Intern will observe the defendant complete the entire Court Services process from plea to sentencing during their internship.
- Retrieve and copy discovery files in appropriate cases.
- Data entry of information into PACTS.
- Filing, answering phones, greeting offenders/defendants.
- Perform other duties as assigned.

### **Qualifications:**

Applicant must be a graduate student or currently enrolled as a Junior or Senior in an accredited undergraduate program. Applicants must possess substantial organizational, administrative, and leadership skills. Must have at least a 2.90 cumulative grade point average.

The successful applicant(s) must be mature, responsible, poised, organized, and meticulous. Must also possess integrity, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

### **Conditions of Employment:**

The position(s) are temporary part-time appointments for gratuitous services to our district while gaining knowledge, skills, and abilities that they can take with them after graduation.

### **Benefits:**

This position is a non-compensated volunteer assignment, not eligible for any Federal employee benefits.

**Miscellaneous:**

- A complete background investigation is required for employment with the United States Probation Office for the Southern District of Iowa. The investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports. United States Citizenship is required for consideration for this position.
- All employees of the U.S, Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States District Court are at will and can be terminated with or without cause at any time.
- The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

**Application Procedure:**

For consideration, qualified applicants must provide the following in a single PDF to Melinda\_Sosa@iasp.uscourts.gov:

1. Cover letter;
2. Completion of AO78 application form, which can be accessed:  
<http://uscourts.gov/forms/AO078.pdf>
3. Resume; and
4. Copy of transcript(s) for a bachelor’s degree and any advanced degree.

Any inquiries regarding the posting, the application process, or follow up calls should be directed to Melinda Sosa, Administrative Manager, at (515) 284-6127 or via e-mail at Melinda\_Sosa@iasp.uscourts.gov

Applications submitted without required documents will not be considered.

**Michael J. Elbert, Chief Probation Officer  
U.S. Probation Office  
United States Courthouse Annex  
110 East Court Avenue, Room 127  
Des Moines, IA 50309-2052**

**Vision:**



**Mission:** "We serve with integrity, courage, and compassion, promoting justice and positive change."

**EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE**