



United States Probation Office
Districts of Guam and the Northern Mariana Islands
520 W. Soledad Ave., FL 2
Hagåtña, GU 96910

VACANCY ANNOUNCEMENT

Position Title: U.S. Probation Student Intern(s)

Announcement Number: 25-02

Duty Station Locations: U.S. Probation Office, Guam Office
520 West Soledad Avenue, Hagåtña, Guam, 96910

The opportunity is a non-compensated volunteer assignment

Date Open: January 28, 2025

Closing Date: Open ended

The 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 U.S. Probation Office Intern(s) will be located in Saipan, Northern Mariana Islands or Hagatna, Guam. The Intern(s) will work part-time, and be granted flexibility in creating their own schedules based on his/her academic needs.

The U.S. Probation Office Intern(s) will focus primarily on securing collateral records at the pretrial stage that will assist the Presentence Investigation (PSI) Unit function of the district.

The duties would be performed under the supervision of a U.S. 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 Intern(s) may observe the U.S. Probation Officer during personal contacts with offenders as approved by the Supervising U.S. Probation Officers. The Intern(s) will also perform other duties as assigned by the Chief U.S. Probation Officer (CUSPO) and the Deputy Chief U.S. Probation Officer (DCUSPO). Day to day supervision of tasks will be assigned by the Supervising U.S. Probation Officer with input from Senior U.S. Probation Officers.

Duties and Responsibilities:

- Conduct record checks utilizing NCIC, Equifax, and other automated record check systems available. 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 bail reports 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 change of plea hearings and obtain signed presentence investigation releases forms from defendants. Take note of any pertinent information revealed during the hearing (defendant on any medication, previous substance abuse treatment or mental health treatment, whether a written plea agreement exists, and potential sentencing penalties);
- Assist U.S. Probation Officers in performing pretrial investigations, pretrial diversion investigations, 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 U.S. Probation Officers and participate in telephone interviews and/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 organize discovery files in appropriate cases;
- Enter information/data into Probation Automated Case Tracking System (PACTS);
- File case documents, answer incoming calls, and greet visitors; and
- 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. The applicant 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 background investigation shall be required for employment with the United States Probation Office District of Guam. The investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, credit reports, and collection of applicant fingerprints. Applicant must be a U.S. Citizen or eligible to work in the United States. A drug test prior to employment may be required.

- 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 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.

How to Apply:

Submit a letter of interest, along with your resume and a copy of your academic transcript(s) to the address listed below. Position(s) will remain open until filled. The Acknowledgment of Gratuitous Services and Waiver form (AO196A) will be executed upon selection. It can be downloaded at <http://www.gup.uscourts.gov/links.html>. Direct any inquiries regarding this position or the application process to Shirlene Guerrero, Budget Manager at 671-969-4520. If documents are sent via e-mail, please send to shirlene_guerrero@gup.uscourts.gov.

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