

WASHINGTON COUNTY COMMUNITY CORRECTIONS (WCCC)

INTERNSHIP

POSITION TITLE: ADULT PROBATION AND PRETRIAL SERVICES

GENERAL DESCRIPTION: The Adult Probation Officer Intern is a professional position responsible for providing services to the Community Corrections Department. WCCC is committed to providing interns with a valuable “field” experience to supplement and enhance the knowledge and skills already gained from their formal education. As such, WCCC exposes each intern to a variety of probation duties, including caseload supervision, court appearances, report writing, and community resources. We further expect our interns will be diligent and motivated learners, willing to take on assigned tasks when deemed appropriate. Assignments are specific and detailed in nature with direction and supervision provided by the Community Corrections Internship Coordinator. Work is closely reviewed through direct observation, conferences, and reports. As a result, WCCC believes that both the intern and the agency will benefit from the experience.

EXAMPLES OF WORK:

1. Interview and gather information for purposes of bail evaluations, Pre-Sentence Investigations, violation reports, etc.
2. Develop and coordinate case plans, including completion of risk assessments.
3. Observe and participate in court and DOC hearings.
4. Observe and participate in direct contact and supervision of offenders, including specific programming such as Cognitive Skills, Intensive Supervision and Sex Offender Supervision.
5. Collaborate with human services, law enforcement and other corrections agencies.
6. Observe and participate in other criminal justice functions such as professional trainings, law enforcement ride-alongs, tours of corrections facilities, etc.
7. Interns are encouraged to observe the duties of other units within the department and are cross-trained as time and circumstances allow.

SUPERVISION: Interns will be under the direct supervision of a team of Adult Probation Officers. Supervision will also be provided by the Adult Unit Supervisor.

WORK SITES: Washington County Courthouse, Stillwater, MN, Washington County Service Center, Cottage Grove, MN.

TIME REQUIREMENT: Interns are expected to commit to a minimum 400-hour internship period and work a minimum of 32 hours per week.

QUALIFICATIONS: This position is open to Student Interns only. Interns shall have completed at least three years of college-level work in a related field, and have a minimum G.P.A. of 3.0 in his/her major field of study.

Candidates must also meet the Department Standards and Criteria attached.