

Title: Pretrial Internship
Division: Pretrial Services, DeKalb County,
23RD Judicial Circuit, Illinois

Nature of Work: Provides the opportunity to learn the specific functions of the DeKalb County Pretrial Service Department, which is the 1st and only NAPSA accredited Pretrial Department in the Midwest. This internship will include the observation of, and experience in, the overall workings of the pretrial criminal justice system, as well as experience interviewing, bond report preparation, and face-to-face contact/supervision of defendants arrested on charges ranging from the minor (traffic) to the most serious (murder) offenses.

Typical duties may include the following:

- Assist in the preparation of daily bond reports and involvement in bond call.
- Filing and delivering reports and Court documents.
- Monitoring defendants placed on Pretrial.
- Assist in client reporting.
- Know and be responsible for policies and procedures as established by DeKalb County Pretrial Services.
- Maintaining effective working relationships with other Judicial Departments and agencies.
- Special Projects as assigned.

Qualifications:

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to develop supportive relationships with clients while maintaining objectivity.
- Enrollment in an internship-related course of study. Preference given to those majoring legal, social services, and psychological related fields.
- Must be able to pass a Federal Criminal Background check.

Training: Court Services orientation sessions are required. On-the-job training will be provided by trained staff. Additional training opportunities may be available through the Court Services Division.

Supervisor: Senior Probation Officer/Pretrial Services.

Commitment: Preferred is a full semester (Spring, Summer, Fall) of 13 weeks scheduled at 20 hours (part time) or 40 hours (full time) per week. Hours of operation are Monday-Saturdays from 7am-3:30pm. This is an unpaid position with no benefits or travel reimbursement.

Evaluation: Evaluations will take place on a regularly scheduled basis as Department and/or college/university requirements dictate.

Cover letter with resume may be submitted to: Adam Christiansen,
Senior Probation Officer/Pretrial Services
achristiansen@dekalbcounty.org