

**Title: Probation Internship**  
**Division: Court Services, DeKalb County,**  
**23<sup>RD</sup> Judicial Circuit, Illinois**

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**Nature of Work:** Provides the opportunity to learn the specific functions of the DeKalb County Probation Department. This internship will include the observation of, and experience in, the overall workings of probation, as well as experience interviewing, case planning and management, and face-to-face contact/supervision of adult and juvenile clients.

**Typical duties may include the following:**

- Assess client needs and develop case plans.
- File and deliver reports and Court documents.
- Accompany Adult and Juvenile officers to Court proceedings.
- Observe and conduct home, school, and field visits with both Adult and Juvenile Probation.
- Know and be responsible for policies and procedures as established by DeKalb County Court Services.
- Maintain 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.

**Commitment:** Preferred is a full semester (Spring, Summer, or Fall) of 13 weeks scheduled at minimum of 20 hours (part time) and up to 40 hours (full time) per week. Hours of operation are Monday-Friday from 8:30am-5:00pm. 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: Michelle Lawson,**  
**Adult Probation Officer**  
**[mlawson@dekalbcounty.org](mailto:mlawson@dekalbcounty.org)**

**Kelly Stacey**  
**Juvenile Probation Officer**  
**[kstacey@dekalbcounty.org](mailto:kstacey@dekalbcounty.org)**