

**Academic Year:** 2026-2027

**Job Announcement #:** Intern 26/27



**STUDENT INTERN/PRETRIAL SERVICES TECHNICIAN  
(PAID / PART-TIME)**

**UNITED STATES PRETRIAL SERVICES AGENCY  
NORTHERN DISTRICT OF CALIFORNIA**

The United States Pretrial Services Agency for the Northern District of California is currently accepting applications for a paid, part-time Pretrial Services Technician (Student Intern). We are seeking highly motivated student applicants (undergraduate and graduate) with diverse backgrounds, experiences, and perspectives, who are contemplating careers in the criminal justice profession. The Pretrial Services Technician (Student Intern) will provide operational support to one of our three divisional offices. They will assist in the day-to-day operations and work closely with U.S. Pretrial Services Officers and staff to accomplish our mission to safely reduce unnecessary, federal pretrial detention. More than one position could be filled by this announcement.

**DUTY STATION:** San Francisco, Oakland OR San Jose, California  
**CLOSING DATE:** Open Until Filled  
**STARTING SALARY:** \$23.05 per hour / bi-weekly (Classification Level 22/Step 18)  
**HOURS:** 16 – 24 hours per week

**OUR MISSION**

**It is our mission to safely reduce unnecessary pretrial detention. We do so by providing high quality investigation and supervision services that enhance community safety while respecting the presumption of innocence. We remain focused on providing services and support that promote positive, transformative change in the lives of those we serve.**

**ABOUT US:**

The U.S. Pretrial Services Agency, the bail investigation agency for the U.S. District Court, assists judicial officers with reducing unnecessary pretrial detention by providing timely, objective, and verified background information on defendants charged in federal court. The information provided to the court is used in setting reasonable, least restrictive bail conditions. A recommendation is made for detention or release with or without special conditions intended to reasonably assure community safety and appearance at future court proceedings. Defendants are supervised from the time of their release until sentencing or self-surrender to serve a prison term. The Pretrial Services Agency is also responsible for investigating and supervising pretrial diversion cases. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the Pretrial Services Agency delivers services that benefit the defendant, the court, and the community.

The Northern District of California covers 15 counties, primarily along the northern coast of California, from the Oregon border to southern Monterey County. Its headquarters is located in San Francisco, with division offices in San Jose and Oakland, and a satellite office in Eureka/McKinleyville. *Travel inside and outside of the District is periodically required.*

## **PRIMARY DUTIES:**

- Assist in completing reports and correspondence for the courts and other stakeholders
- Assist Officers with administrative duties such as scanning, shredding, copying, filing, and conducting database searches, chronological entries, etc.
- Assist in conducting criminal record checks through local/national law enforcement databases through telephone calls and correspondence
- Maintain Chain of Custody logs/files for the drug testing program
- Perform receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member
- Process outgoing mail/receiving mail and routing to the appropriate staff member
- Perform other duties as assigned

## **QUALIFICATIONS:**

- Applicants must be a high school graduate or equivalent
- Applicants must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided
- Ability to communicate effectively both orally and in writing
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail and web searches, etc.
- Familiarity with standard office equipment such as scanners, copy machines and fax machines
- Proficient typing and data entry skills
- Flexibility in adapting workplace changes

In addition, the successful candidate should also possess the following abilities:

- Maintain confidentiality
- Work in a team setting
- Meet required deadlines, maintain case-related tracking systems
- Maintain focus despite interruptions
- Strong knowledge of office procedures, practices, and processes
- Extensive knowledge of proper grammar usage and the ability to edit effectively
- General knowledge of the criminal justice system and legal terminology
- Fluency in other languages is helpful, but not required

During the internship period, students will have the opportunities for:

- Practical learning experiences relevant to current academic studies
- Gaining an in depth understanding of the Bail Reform Act, the U.S. Pretrial Services Agency, and the Federal Judiciary
- Exposure to a broad view and perspective of the federal criminal justice system
- Engaging with individuals from various agencies within the federal criminal justice system
- Visiting various contracted service providers
- Honing their active listening, critical thinking, and communication skills
- Experiencing a professional, high paced work environment

## **GENERAL INFORMATION:**

- Applicants must be U.S. citizens or otherwise eligible to work in the United States and have a valid driver's license or state Identification
- Work generally performed in an office setting (professional business attire required)
- Some local travel may be required
- Incumbent may have contact with persons with violent backgrounds

## **TO APPLY:**

Interested candidates should submit a letter of interest, current resume, two letters of recommendation (from instructors, advisors, or recent employers) and a copy of college transcripts to [Jalei\\_Kinder@canpt.uscourts.gov](mailto:Jalei_Kinder@canpt.uscourts.gov) Due to the volume of applications received, the U.S. Pretrial Services Agency will only communicate with those qualified individuals who will be interviewed.

**Applications not selected at this time will be held for future internship opportunities.**

## **NOTICE TO APPLICANTS:**

- ✓ All employees must adhere to the Federal Judiciary's Code of Conduct which is available upon request
- ✓ Applicants will be subject to a criminal background record check after a contingent employment offer is made
- ✓ All offices and courthouses are smoke-free environments
- ✓ Direct Deposit is required for all employee compensation

## **EMPLOYMENT STATUS AND BENEFITS:**

Student Interns/Pretrial Services Technicians are classified as When-Actually-Employed (WAE) appointments. Work hours are determined by each student's school schedule and compensation is based on the actual hours worked. Students must be available to work in the office a minimum of 16 hours each week, with shifts that are at least 4 hours in duration.

WAE appointed employees are not benefit eligible and are excluded from retirement, health, and life insurance coverage, tax deferred savings plans, vacation and sick hours.

**THE U.S. PRETRIAL SERVICES AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER**