

COMMUNITY CORRECTIONS

Internship Position Description

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The Probation/Parole Intern will learn about probation/parole and community corrections in North Carolina. Will assist Probation/Parole Officer with his/her caseload of adult offenders. Will accompany Probation/Parole Officer with home visits, verify employment and criminal record checks, assist with the preparation of violation reports, Orders for Arrest and modification orders; assist with compiling reports on offender activity, court intake process. Attend probation violation hearings in both district and superior court, prepare cases for reviews and staffings. Will assist Probation/Parole Officer with daily management of administrative duties and correspondence. Intern will assist the Chief Probation/Parole Officer with any special assignments and will work with Office Assistants, Judicial Service Coordinators and other district staff to observe their jobs and functions. Observe and assist with conducting investigations.

Position Qualifications

Junior or senior in accredited college or university with a major in Criminal Justice, Correctional Services, Psychology, Social Work, or other related Human Services field and a GPA of 2.0 or higher; or a graduate student with a major in Criminal Justice and in good standing with the accredited college or university.

Department of Public Safety, Community Corrections is an Equal Employment Opportunity Employer

Community Corrections will provide equal employment opportunity to all applicants for the internship program without regard to race, religion, color, creed, national origin, sex, age, disability, political affiliation/influence or sexual orientation. All selection decisions shall be based solely on job-related criteria and comply with all federal and state employment laws, regulations and policies and will be consistently applied to promote fairness, diversity and integrity.