



UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

INTERNSHIP: U.S. PROBATION AND PRETRIAL SERVICES OFFICE

ANNOUNCEMENT NUMBER 26-WAW-30

ANNOUNCEMENT DATE July 17, 2026

CLOSING DATE Preference given to resumes received by August 31, 2026

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for an unpaid internship. Our district has three distinct units: a pretrial services unit including both investigations and supervision, a presentence unit, and a post-conviction supervision unit. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. The internship will be located in Seattle. Limited travel for training and/or court hearings may occur.

The intern will be provided with a meaningful employment experience through a comprehensive view of the Federal Probation and Pretrial Services system through our therapeutic courts. Interns will work closely with an officer, learning many of the duties and responsibilities of an officer, and provide support and assistance in conducting objective investigations, interact with outside agencies and community members, and assist in the supervision of defendants.

U.S. District Court in the Western District of Washington operates two therapeutic courts.

- **DREAM: The Drug Reentry Alternative Model**

DREAM is a post-plea/pre-adjudication program in which the participant enters a guilty plea and his/her sentencing is held in abeyance while the participant completes the program. For eligible participants, the criminal conduct must be motivated by a substance use disorder. The program blends treatment, incentives, and sanction alternatives to effectively address participants' substance use disorder; and is intended to be flexible, working at each individual's pace with an understanding that the process is a slow track to recovery. Successful completion of the DREAM program leads to dismissal of the charge(s).

- **PATHWAY: Promoting Accountability, Treatment, Healing, and Wellness Court**

PATHWAY recognizes the critical importance of providing comprehensive support and resources to individuals navigating the intersection of mental health challenges and the legal system. PATHWAY is a comprehensive pre-adjudication diversionary court program in which the participant enters a guilty plea and his/her sentencing is held in abeyance while the participant completes the program. The Court blends treatment, incentives, and sanction alternatives to effectively address participants' behavior, quality of life, long term wellness stability, incarceration costs, and the safety of the community. Our commitment to holistic care extends beyond the courtroom, fostering an environment where individuals can partner with the U.S. Probation & Pretrial Services Office to access the resources they need to achieve stability and well-being.

	Candidates must possess a strong commitment to working collaboratively with probation officers and other stakeholders to support individuals involved in therapeutic courts. Ideal applicants will be self-driven, innovative, and client-focused, with a demonstrated dedication to social justice and equity promotion. Successful completion of the PATHWAY program leads to dismissal of the charge(s).
REPRESENTATIVE DUTIES	Under the guidance of a United States Probation Officer, interns will: • Assist with investigations and prepare reports for the court with recommendations; interview defendants and their families; collect and interpret background data from various sources, including criminal records. • Maintain personal contact with defendants through office contacts to maximize adherence to imposed conditions, reduce risk of danger to the community, reduce risk of nonappearance, and provide correctional treatment. • Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. • Refer defendants to appropriate outside agencies such as medical and drug treatment facilities, employment and training. • Assess risk level of defendants and develop a blend of strategies for controlling and correcting risk. • Assure the protection of the constitutional rights of defendants through the statutory mandate to assess risk of nonappearance and danger to the community. • Attend various court hearings: initial appearances, detention hearings, and violation hearings to include participation in the Executive Review Team meetings for DREAM and PATHWAY.
QUALIFICATIONS	• Ability to organize and prioritize work/school schedule, and work independently with minimal supervision. Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor. • Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals. • Ability to exercise impartiality and discretion with the defendant or offender population and their family/support system. • Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers. • Excellent written and oral communication skills. • Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.
EDUCATION	Required Education: Student achieving a bachelor's or master's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
SUPERVISION OF INTERN	The supervisor for the unit to which the intern is assigned will address all personnel issues. The supervisor or officer specialist in the unit will be responsible for the review and approval of all work performed by the intern.
SALARY AND BENEFITS	This position is a non-compensated volunteer internship, not eligible for any Federal employee benefits; credits determined by college.

TERM OF INTERNSHIP INFORMATION FOR APPLICANTS	The length of this internship is expected to last through the academic year beginning Fall Quarter. Working hours are flexible to the student’s school and/or additional employment schedule. Intern hours will vary by school requirements for credit. We request a minimum of 8 hours per week. To be considered, qualified applicants will submit the following: • Cover letter • Resume detailing all relevant experience, education, and skills • Letter of recommendation from the appropriate department chairperson at the college or university you are attending • AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov) • Transcripts (official or unofficial reflecting the student’s most recent academic semester and cumulative GPA as of the application date) Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered. Submit application materials in PDF format to: seattle_personnel@wawd.uscourts.gov <u>or</u> By mail to: Human Resources (#26-WAW-30) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101 Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants will be selected for interviews. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until a background check is completed, and a favorable suitability is determined. Exit Interview: Prior to the intern’s completion of their internship with the United States Probation Office, the Intern Coordinators shall conduct an exit interview. The purpose of the interview is to gain insight into what was helpful for the intern, what could be eliminated or done differently, and any other constructive changes that could be considered. Furthermore, the interview can be used as an evaluation tool, exploring the intern’s quality of work, work ethics/habits, skills, etc. Feedback to the intern will be valuable information for professional growth.
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The United States District Court is an equal opportunity employer and values diversity in the workplace.