

**Title:** Internship Job Description  
**Division:** Adult Pretrial Services, Nineteenth Judicial Circuit of Lake County, Illinois  
**Overview:** Adult Pretrial Unit Intern

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The Adult Special Services units provide services to the Adult Criminal Court in many different areas: Presentence Investigations (preparing court-ordered sentencing reports on offenders convicted of felony offenses), Public Service Program (placing and monitoring offenders who have been ordered to do public/community service as a sentencing alternative), Intensive DUI Program (providing intensive, short-term casework to offenders with multiple convictions for DUI). Pretrial Bond Services (designed to assist in alleviating jail overcrowding by supervision of arrestees released on bond while awaiting disposition of their pending criminal cases), supervision can include electronic monitoring and daily field surveillance. All areas have contact with the Court and many facets of the criminal justice system.

**Nature of Work:**

Provides the opportunity to learn the specific functions of a Probation Officer, but varies according to the area chosen. All provide observation of, and experience in, the overall workings of the criminal justice system, as well as experience interviewing, assessing behavior and face-to-face contact with offenders convicted of the most minor (traffic) to the most serious (murder) offense.

Typical duties may include one or more of the following:

- Interviewing and collecting information from or about offenders.
- Verifying criminal background through computer, LEADS, police departments, Clerk's offices, etc.
- Writing case notes and reports.
- Filing and delivering reports and Court documents.
- Monitoring behavior of offenders, including possible observation during home visits.
- Referring and monitoring offenders doing public service.
- Know and be responsible for policies and procedures as established by Lake County Court Services.
- Maintaining effective working relationships with other Probation Departments and agencies.

**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.
- No significant history of criminal behavior or psychiatric disorder.

**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:**

Assigned Staff Person

**Supervision:**

Ongoing supervision will be provided by an assigned staff person with consultation available from an immediate supervisor and/or the Internship Coordinator.

**Commitment:**

Preferred is a full semester of 13 weeks scheduled at 40 hours per week or a minimum of 500 hours. 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. Consultation will be available from the immediate supervisor and/or the Internship Coordinator.