Public Service Intern Job Description

**Agency:** Ventura County Probation Agency

**Title of Internship:** Probation Intern

**Department:** Ventura County Probation Agency

**Location:** 800 S. Victoria, Ventura, CA 93039

**Description:** The intern(s) will observe the duties primarily performed by deputy probation officers and non-sworn personnel assigned to all divisions, including Juvenile Facilities, Adult/Juvenile Field Services, Special Programs, Business Services, Adult/Juvenile Investigations, Home Supervision/Community Confinement and Staff Training. The intern(s) will be provided with the opportunity to learn about the duties and responsibilities required of a multitude of staff including, deputy probation officers, corrections services officers, business services personnel and that of contracted staff from community-based organizations that are embedded in our offices.

**Responsibilities/Sample Assignments (at least 4-5 bullet points):**

- Learn the general responsibilities required of various probation staff assigned to all divisions.
- Observe court hearings, including the following specialty court programs: Juvenile and Adult Mental Health, Veterans and Domestic Violence.
- Learn about the supervision levels and various grants of probation.
- Learn about probation supervision, various court reports, responses imposed to address violations of probation, institutions, alternatives to detention and treatment services.
- Observe various juvenile probation units, including Juvenile and Adult Investigations, Home Supervision/Electronic Monitoring, Juvenile Intake, Juvenile Facilities, Placement, Business Services and the various Juvenile and Adult field supervision units.
- Learn about the hiring process necessary to obtain employment with the Probation Agency.

**Qualifications/Recommendations Interests/Preferred major:**

- A college student currently working towards obtaining an associate or bachelor’s degree from an accredited college or university in a behavioral science concentration (criminal justice, sociology).
- College student interested in obtaining employment with the Ventura County Probation Agency.
- Ability to successfully complete a background clearance.

**Equipment to be used:**

None.

**Hours per week:**

16-20

**In person/Remote/Hybrid:**

In person only.