U.S Probation Office
District of New Jersey
Camden, NJ

Mission Statement: “To assist the federal courts in the fair administration of justice. To protect the community. To bring about long-term positive change in individuals under supervision.”


Internship Title: U.S Probation

Responsibilities/Projects:

- Tutor offenders one-on-one in the office working on GED requirements.
- Create budgets, spending plans, and restitution repayment plans for offenders.
- Assist probation officers with “moral recognition therapy” classes.
- Attend criminal court proceedings, including violation and sentencing hearings.
- Encouraged to accompany law interns on the Bureau of Prisons tour and oral arguments before the Third Circuit.
- Anything else the probation officers may ask your assistance with.

Qualifications:

- Ability to closely interact with convicted felons who are on supervised release.
- Knowledge of High School mathematics, social studies, and reading comprehension.
- Knowledge in financial literacy, including basic budgeting and banking.
- Create résumés, cover letters, and help offenders find employment.
- Adaptability to changing, stressful environment.

Is there a language requirement? If so, please specify the language and level of proficiency needed.

- No language requirement.

Working Conditions:

- Your working conditions are constantly changing in the U.S. Probation Office. Most days will be spent either in the probation office or in the courtroom. Other days you will be asked to visit half-way houses or attend meetings outside Camden with probation officers. Keep a schedule with the dates and times you have teaching responsibilities.

On-site Supervisor/Mentor:

- Valencia K. Sherrer, Supervising U.S. Probation Officer (supervision)
  t: 856-757-5043 / Valencia_sherrer@njp.uscourts.gov

March 2015
Additional contact:
- Thomas A. Leaken, Supervising U.S. Probation Officer (presentence reporting)
  t: 856-757-5043 /

Mentorship Plan:
Outline your plan to orient and support the student, including having one-on-one meetings.

Preparation:
- GED preparation books
- Financial literacy instruction
- Kathryn Edin’s Doing the Best I Can

Does the intern need to provide her own transportation?
- No, not necessary.