



North Carolina Department of Public Safety

Consider A Career in Community Corrections



PROBATION/PAROLE INTERNSHIP

Learn about Probation/Parole
and Community Corrections
in North Carolina

Internship Position Description

- ▶ The Probation/Parole Intern will learn about probation/parole and community corrections in North Carolina
- ▶ Help Probation/Parole Officer with his/her caseload of adult offenders
- ▶ Accompany Probation/Parole Officer with home visits, verify employment and criminal record checks, help prepare violation reports, Orders for Arrest and modification orders; help compile reports on offender activity, court intake process
- ▶ Attend probation violation hearings in both district and superior court, prepare cases for reviews and staffings
- ▶ Help Probation/Parole Officer with daily management of administrative duties and correspondences
- ▶ Help the Chief Probation/Parole Officer with special assignments and work with Administrative Associates, Judicial Service Coordinators and other district staff to observe their jobs and functions
- ▶ Observe and help conduct 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 2.5 or higher; or a graduate student with a major in Criminal Justice and in good standing from an accredited college or university.

1,000 copies of this public document were printed at a cost of \$266.07 or \$0.27 per copy. 4/19



N.C. Department of Public Safety
Division of Adult Correction and
Juvenile Justice Community Corrections
919-716-3100 (ext 5)
www.ncdps.gov/careers

Call NCDPS Human Resources 919-324-1128 or
email ProbationParoleApplicant@ncdps.gov