

UNITED STATES DISTRICT COURT

Western District of North Carolina

United States Probation Office

External Announcement

- Position Title:** STUDENT INTERN – (Unpaid)
- Length of Term:** One Academic Semester
Spring, Summer, Fall and up to 40 Hours per week.
- Location/Duty Stations:** Asheville, NC
Charlotte, NC
Hickory, NC
Statesville, NC
- Open Date:** Continuous
- Closing Date:** Open until filled. Applicants must submit their application materials **100 Days** prior to the expected start date.

The United States Probation Office in the Western District of North Carolina (WDNC) is currently seeking qualified student applicants for internship opportunities at our divisional offices. This internship will introduce students to the diverse roles of a United States Probation Officer in regard to Pretrial and Presentence Investigations (Court Services), the supervision of offenders (Supervision Services), as well as other departments within the United States Probation Office to include the Drug and Cyber Crime laboratories.

OFFICE BACKGROUND & MISSION:

The United States Probation Office is a division of the United States District Court for the Western District of North Carolina. It is also part of a network of 94 federal judicial districts nationwide, including the Virgin Islands, Puerto Rico, and Guam. Our mission is “To facilitate the administration of justice and provide continuity of services throughout the judicial process, in order to make our communities safer and to make a positive difference in the lives of those we serve. We are committed to building an inclusive workforce where diversity is recognized and respected.”

STUDENT INTERN DUTIES:

The student intern performs duties and responsibilities (under the direct supervision of an intern coordinator or probation officer) include, but are not limited to, the following:

- The student intern will conduct themselves in a professional manner. This includes respecting confidentiality, issues of punctuality, appearance, attendance and provide feedback to the learning experience.
- Accompany probation officer(s) into the community for supervision contacts during business hours.

- Observe court hearings and officer meetings with persons under supervision
- Attend court proceedings and assists probation officers, if necessary.
- Assist in the investigation and preparation of the Pretrial and Presentence Reports.
- Observe and learn different case management techniques.
- Enter data into PACTS, PSX or other authorized date systems.
- Perform collateral retrieval and completion.
- Perform other duties as assigned.

PREFERRED SKILLS:

- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district’s mission, vision, and goals.
- Ability to demonstrate an attention to detail.
- Ability to organize and prioritize duties as assigned.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to work in a team setting.
- Ability to exercise impartiality and discretion with people under supervision and their family/support system.
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others.
- Ability to communicate effectively both orally and in writing.

QUALIFICATIONS AND REQUIREMENTS:

Preference will be given to applicants who are graduate students or currently enrolled as Juniors or Seniors in an accredited undergraduate program with educational backgrounds in the following: social work, counseling, criminal justice, pre-law, psychology, sociology, or other fields related to the mission of the United States Probation Office in the Western District of North Carolina. The applicant must be responsible, tactful, and possess the ability to work harmoniously with others in a team-oriented work environment. The applicant must possess the ability to maintain confidentiality, the ability to deal with multiple demands in a fast-paced environment, excellent multi-tasking and organizational skills, and excellent writing and verbal communication skills. The applicant must follow district policy regarding dress code.

All applicants must be a citizen of the United States or eligible to work in the United States.

BACKGROUND INVESTIGATION:

Applicants must be United States citizens or provide proof that they are eligible to work in the United States. Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service.

Final applicant candidates will be required to submit to a background investigation including references and criminal history checks. The applicant selected for this position will also be required to submit fingerprints for a full National Crime Information Center (NCIC) background records check. All applicants are required to adhere to the “Code of Conduct for Judicial Employees” which is available for review upon request.

An applicant may only be selected upon a favorable completion of these background checks. This announcement may result in the selection of one or more applicants.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit one of each of the following documents combined into a **single PDF document**:

- A letter of interest
- An updated resume
- An unofficial transcript from your college or graduate program
- A completed and signed AO-78 (Federal Judicial Branch Application for Employment). This document is available as a fillable pdf on the Employment page of our website at www.uscourts.gov or www.ncwp.uscourts.gov
- A completed and signed waiver allowing the United States Probation Office (Western District of North Carolina) to complete a background check of the applicant by the Human Resources Staff

Once completed, please submit the single PDF document via email to the Intern Committee at the email address of NCWP_Intern_Program@ncwp.uscourts.gov. This email address can also be found on the United States Probation Office Website of the Western District of North Carolina at www.ncwp.uscourts.gov

Please reference Student Intern Position DNCW / (name) in the subject line.

All FIVE (5) documents should be combined and submitted together as one pdf document. Incomplete packets will not be considered. Non-submission of the required documentation listed, or an incomplete application packet may disqualify applicant from further consideration.

Verification of employment, education, and reference checks will be made prior to any offer of selection.

INFORMATION FOR APPLICANTS

Applicants must be U.S. citizens or eligible to work in the United States. The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the United States Probation Office will contact only the most qualified applicants who will be invited for an interview.

The United States Probation Office reserves the right to modify the conditions of this announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. If a student intern position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Intern Committee may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Western District of North Carolina is an Equal Employment Opportunity Employer and strives to build and maintain a diverse and inclusive workforce.