

INTERNSHIP OPPORTUNITIES AVAILABLE

Opportunities are available and can be found at www.wiep.uscourts.gov under Jobs at Wisconsin Eastern Probation Office. Please submit all required paperwork to jobs_WIEP@wiep.uscourts.gov

INTERNSHIP OPPORTUNITY OVERVIEW

The United States Probation Office is a federal law enforcement agency under the direction of the United States Federal Courts. United States Probation Officers conduct background investigations of individuals charged with violations of the federal criminal statutes. Additionally, United States Probation Officers supervise defendants that are released from custody of the Bureau of Prisons or are placed on probation directly from the Federal Court.

WORK HOURS AND SALARY:

- ☐ 8:30 a.m. to 5:00 p.m., Monday through Friday, unless otherwise specified
- ☐ Internships are available year-round in our Milwaukee and Green Bay offices
- ☐ Internships are nonpaid positions

APPLICANT MUST:

- ☐ Complete the application for internship and the following information must be received from students before they may be considered
- ☐ A current copy of their transcript (a non-official copy is acceptable).
- ☐ At least one faculty letter of reference.
- ☐ A cover letter directed to the Chief U. S. Probation Officer containing a request for an internship.
- ☐ Be a U.S. Citizen or eligible to work in the United States
- ☐ Be a college senior, graduate student, or recent college graduate
- ☐ Have excellent writing skills, analytical abilities, and computer proficiency
- ☐ Have a high level of maturity, reliability, integrity, and confidentiality
- ☐ Submit to fingerprinting and a background check

INTERNS WILL BE TRAINED TO:

Assist officers in maintaining a caseload; Read and understand court documents; Attend court hearings and understand courtroom etiquette; Interpret criminal records; Complete bail reports; Monitor defendant's released from custody; Shadow probation officers while visiting local jails, re-entry centers and community treatment agencies; Complete other special projects.