

UNITED STATES DISTRICT COURT
District of Connecticut
U. S. Probation Office

Warren Maxwell
Chief United States Probation Officer

157 Church St., 22nd Floor
New Haven, CT 06510
Phone: 203.773.2100
Fax: 203.773.2200

450 Main St., Room 735
Hartford, CT 06103
Phone: 860.240.3661
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915 Lafayette Blvd., Room 200
Bridgeport, CT 06604
Phone: 203.579.5707 Fax:
203.579.5571

STUDENT INTERNSHIP OPPORTUNITY

Announcement: **17-CT-01**

Position Title: **Student Intern Volunteer**

Position Location: **United States Probation Office
New Haven, Hartford, or Bridgeport**

Open Date: **Rolling Admissions**
(Work schedule negotiable. Internships available for all semesters.)

More than one position may be available.

DUTIES AND RESPONSIBILITIES:

The Student Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will learn many of the duties of a probation officer and will assist the supervision officer by maintaining personal contact with offenders through office and community visits; seeking information from organizations and others by telephone and written correspondence; investigating an offender's employment, sources of income, lifestyle, and criminal associations; record keeping; preparing non court-related reports; and attending court proceedings and other duties as assigned.

REQUIREMENTS:

Intern applicants must receive credit toward their degree from the university or college that they are currently attending as part of their internship with our office. Intern applicants who are unable to receive any credit from their university or college toward their degree will not be interviewed. Intern applicants who already obtained their bachelor or master degrees from a university or college, and who are not currently enrolled at a university or college, will not be able to do an internship with our office.

Intern applicants must commit to two days per week, at least four hours per day, throughout the

semester. Intern applicants are required to complete a minimum of 120 hours, regardless of the number of hours required by the university of college they are currently attending.

EMPLOYEE BENEFITS:

We offer the opportunity for Student Interns to develop an understanding of the criminal justice system through exposure to the United States District Court, and the Judges of this Court. Interns will also develop knowledge of federal probation and parole legal requirements, policies and procedures, sentencing guidelines and applicable case law, investigative and supervision techniques, and the roles, responsibilities and relationships among the Federal Courts, Parole Commission, and the Bureau of Prisons. Interns will enhance their ability to communicate orally and in writing.

BACKGROUND INVESTIGATION:

A complete background investigation is required for an internship with the United States Probation Office for the District of Connecticut. Investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports.

Conditions of Appointment:

APPLICANTS MUST SUBMIT:

- **Resume**
- **Letter affirming qualification for internship**
- **Recommendation from the appropriate faculty representative of the college or university**
- **Transcripts (official/unofficial)**

APPLICATION AND SELECTION PROCESS:

The above materials are to be provided no later than five weeks prior to the term in which the internship is anticipated. Please note if any of above-listed documents are missing, the intern applicant's application will be considered incomplete, and he/she will not be interviewed.

Deadlines:

If you are planning to complete your internship with our office during the fall semester (i.e. from September until December), you must submit the above-outlined documents by the latest June 30.

If you are planning to complete your internship with our office during the spring semester (i.e. from January until May), you must submit the above-outlined documents by the latest October 31.

If you are planning to complete your internship with our office during the summer semester (i.e. from May until August), you must submit the above-outlined documents by the latest March 31.

If you have any questions regarding the application progress, please contact:

USPO Rothi - email: Otto_Rothi@ctp.uscourts.gov - phone: (860) 240-3665

USPO Welks - email: January_Welks@ctp.uscourts.gov - phone: (203) 579-5505.

You must submit all documents to be considered for this opportunity to:

Warren Maxwell, Chief
U.S. Probation Officer
157 Church Street, 22nd floor
New Haven, Connecticut 06510

emailed to: CTPML_PROBATIONOFFICE@CTP.USCOURTS.GOV

Please email material as ONE document