

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

**Warren Maxwell**  
Chief United States Probation Officer

157 Church St., 22<sup>nd</sup> 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  
Fax: 860.240.2620

915 Lafayette Blvd., Room 200  
Bridgeport, CT 06604  
Phone: 203.579.5707  
Fax: 203.579.5571

## **STUDENT INTERNSHIP/VOLUNTEER OPPORTUNITY**

---

**Announcement:** 18-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/Volunteer will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns/Volunteers 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 court-related reports; and attending court proceedings and other duties as assigned.

### **REQUIREMENTS FOR INTERNS:**

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. Student intern applicants must be in their junior or senior year, or enrolled in graduate school. Student intern applicants must have a GPA of at least 2.50, commit to two days per week, at least five hours per day, throughout the semester. Student intern applicants are required to complete at minimum of 120 hours,

regardless of the number of hours required by the university or college they are currently attending.

### **REQUIREMENTS FOR VOLUNTEERS:**

If the student intern applicant is unable to receive credit through the university or college or has already graduated, the applicant may apply as a volunteer with our office. In this case, the volunteer applicant must be in their junior or senior year, graduate school or have graduated within two years of the date of their application. The volunteer applicant must commit to working two days per week, at least 5 hours per day, for a period of 6 months. Volunteer applicants are required to complete a minimum of 240 hours during their six month commitment with our office.

### **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 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, 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.

### **STUDENT INTERN OR VOLUNTEER APPLICANTS MUST SUBMIT:**

- Resume
- Letter affirming qualification for internship (i.e., cover letter). This letter is to be submitted by the applicant.
- 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](mailto:Otto_Rothi@ctp.uscourts.gov) - phone: (860) 240-3665

USPO Welks - email: [January\\_Welks@ctp.uscourts.gov](mailto: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, 22<sup>nd</sup> floor  
New Haven, Connecticut 06510

**emailed to:** [CTPML\\_PROBATIONOFFICE@CTP.USCOURTS.GOV](mailto:CTPML_PROBATIONOFFICE@CTP.USCOURTS.GOV)

**Please email material as ONE document**