

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

Edward S. Chinn
Chief United States Probation Officer

157 Church St., 22nd Floor
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450 Main St., Room 735
Hartford, CT 06103
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STUDENT INTERNSHIP OPPORTUNITY

Announcement Number: 12-CT-01

Position Title: Student Intern Volunteer

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

Open Date: March 5, 2012

Closing Date: October 31, 2012

(Work schedule negotiable. Internships available for the Summer and Fall 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.

JOB REQUIREMENTS:

The successful applicant must be a graduate student or currently enrolled as a Senior in an accredited undergraduate program. If enrolled in an accelerated undergraduate degree program, the applicant must have completed at least 90 credits.

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.

United States Citizenship is required for consideration for this position.

Conditions of Appointment:

APPLICANTS MUST SUBMIT:

- A letter of Interest
- Resume
- Letter affirming qualification for internship, and recommendation from the appropriate faculty representative of the college or university.
- Official Transcripts

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 (unless otherwise arranged).

The intern's physical, mental, and emotional health must be such that they are capable of carrying out the activities required by the internship. Normally, the minimum age required of all interns is 21; however, this requirement may be waived when deemed appropriate.

You must submit **ALL** documents to be considered for this opportunity to:

Edward Scott Chinn, Chief
U.S. Probation Officer
157 Church Street, 22nd floor
New Haven, Connecticut 06510

