



Leon A. Epps, Jr.
Chief U.S. Probation Officer

**U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF MARYLAND**

INTERNSHIP OPPORTUNITY

Position: Student Intern (Volunteer; Non-hazardous duty)

Term of Internship: Work schedule will be determined upon selection.
A year-long internship may be considered.

Position Location: Baltimore and/or Greenbelt, MD; more than one position available

Opening Date: Continuous

Closing Date: July 10th for Fall Semester
November 10th for Spring Semester
March 10th for Summer Semester
Year-long internship opportunities are available

The United States Probation & Pretrial Services Office for the District of Maryland serves the Court and the community by promoting public safety and supporting the fair and equitable administration of justice. We strive to provide a seamless continuum of superior investigation and supervision services through a professional and impartial approach. We pledge to maintain integrity and to treat all persons with dignity and respect.

Duties and Responsibilities

The student intern will work closely with probation staff, learning many of the duties and responsibilities of a U.S. probation officer which may include the following:

- Use of electronic databases
- Seek information from organizations and others by telephone and written correspondence
- Investigate persons under supervision and/or defendant's background information
- Maintain case file information
- Prepare reports
- Attend court proceedings with a probation officer
- Assist probation staff with special projects
- Perform other duties as assigned.

Qualifications Required

Applicants must be enrolled in an accredited undergraduate program as a senior or junior pursuing a bachelor's degree in criminal justice, criminology, psychology, sociology, human relations, education, business, or public administration.

Minimum GPA of 2.5.

General knowledge of office practices and basic office skills to include typing, data entry, file maintenance, record keeping, and presentation preparation.

Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and the internet.

Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines and follow detailed instructions.

Adhere to confidentiality regulations.

Ability to exercise mature judgement.

Conditions of Internship

Must be a United States Citizens or eligible to work in the United States.

Required to adhere to the [Code of Conduct for Judicial Employees](#) and Court confidentiality requirements.

Must undergo a background check to include criminal records, motor vehicle records, and employment checks.

Must undergo a drug screening test.

All information provided by applicants is subject to verification. Applicants are advised that false answers or omissions of information on application materials or inability to meet the conditions/requirements may be grounds for non-selection.

Employee Benefits - this is an unpaid internship with no benefits.

Application Instructions

Qualified applicants must submit all the following documents to applications@mdp.uscourts.gov with the subject line Internship:

- A letter of interest (no more than 500 words) on why you want to participate in our internship program.
- A letter of qualification for internship from the appropriate faculty representative from your college or university.
- One reference letter from a faculty member.
- An official or unofficial copy of recent transcripts.
- [AO 78, Federal Judicial Branch Application for Employment](#)

Failure to submit a complete application package will result in immediate disqualification. The Description of Work section of the AO-78 must be complete; indicating "see resume" is not acceptable. Incomplete and/or unsigned applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Only one application per candidate will be accepted for this announcement.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES DIVERSITY AND INCLUSIVENESS.