



U. S. Probation Office
Middle District of North Carolina
101 S. Edgeworth, Ste R317
Greensboro, NC 27401

The U. S. Probation Office for the Middle District of North Carolina is an Equal Opportunity Employer.

LOCATION: SSU/CSU: Greensboro or Winston Salem, NC **REPORTS TO:** Supervisory/Court U.S. Probation Officer

STATUS: Part-time/temporary

POSTED: October 1, 2026

TERM OF INTERNSHIP: April 2027 to August 2027

The U.S. Probation Office offers an *unpaid* student internship designed to provide participants with meaningful professional experience and a comprehensive introduction to the federal probation system. Interns will work closely with probation officers and other court personnel while gaining exposure to the responsibilities and functions of a United States Probation Officer.

CLOSING DATE: November 2026

United States - DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

Student Internship (WAE) VACANCY #26-11

Position Overview: Interns will gain experience in **both the Court Services Unit and the Supervision Unit**, providing an opportunity to observe and assist with work related to presentence investigations, federal sentencing, and the supervision of individuals in the community. Assignments will be completed under the direction and supervision of probation office staff and may include:

- Conducting research using electronic databases and other approved resources, including Westlaw, Lexis, the North Carolina Judicial Branch/eCourts Portal, and CJLEADS.
- Assisting probation officers with gathering and verifying information from courts, law enforcement agencies, employers, treatment providers, and other organizations.
- Assisting with investigations and verification of information related to employment, income, education, residence, and other relevant background information.
- Assisting with the organization and maintenance of case-related information and records.
- Assisting with the preparation of non-court reports, correspondence, and other office documents.
- Observing court proceedings and other court-related activities with probation officers.
- Gaining exposure to the presentence investigation and supervision processes.
- Assisting probation officers with special projects, research, and other assignments.
- Performing other duties as assigned that support the operations of the U.S. Probation Office.

Internship Location and Schedule:

Internship opportunities are available in **Greensboro, North Carolina, and Winston-Salem, North Carolina**. The intern's primary duty station will be assigned based on office needs and availability.

Interns must commit to working a **minimum of 20 hours per week**. Work schedules will be established in coordination with the intern's supervisor and should accommodate both the intern's academic obligations and the operational needs of the office.

Because the internship is designed to provide experience across multiple areas of federal probation, interns should expect to **travel between the Greensboro and Winston-Salem offices and other locations within the district as necessary** to participate in assigned activities, training, court proceedings, and other learning opportunities.

Job Requirements:

Successful applicants should possess the following skills and abilities:

- Ability to follow detailed instructions, manage multiple assignments, and complete work accurately and timely.
- Ability to organize, maintain, and appropriately handle documents, records, and case-related information.
- Ability to comply with the **Code of Conduct for Judicial Employees**, office policies, and all confidentiality and information-security requirements.
- Ability to consistently demonstrate professionalism, discretion, sound judgment, and ethical conduct.
- Strong written and verbal communication skills, including proficiency in spelling, grammar, proofreading, and professional correspondence.

- Ability to communicate and interact professionally and tactfully with court personnel, law enforcement officials, attorneys, defendants, members of the public, and individuals from diverse backgrounds.
- Proficiency with computers and common office software, including word processing, email, data entry, electronic research, and report preparation.
- Ability to learn and appropriately use court databases, case-management systems, and other technology utilized by the office.
- Ability to operate standard office equipment and perform general administrative functions as necessary.

Qualifications:

Applicants must meet one of the following educational requirements:

- Be currently enrolled in an accredited undergraduate program and have completed at least 30 credit hours at the time of application; or
- Have graduated from an accredited undergraduate program and have officially enrolled in a graduate program that has not yet begun.

Applicants should have an interest in criminal justice, criminology, social work, psychology, sociology, law, public administration, or a related field and an interest in learning about the federal criminal justice system.

The successful applicant must be able to maintain strict confidentiality regarding sensitive court and case information and successfully satisfy any applicable background investigation, security, or suitability requirements associated with service in the federal judiciary.

This is an *unpaid* internship and does not constitute an offer or guarantee of future employment with the U.S. Probation Office or the federal judiciary. *There is potential for this to be a paid position, if budget allows. *

How to apply:

Applicants must submit **ONE PDF** document containing the following to: hr@ncmp.uscourts.gov

- **Include Last Name-First Name- Position #26-11** (in Subject line of Email)
- **Cover Letter** (not to exceed two pages) addressing the following:
 - An explanation of how your skills and experience would contribute to our organization.
 - Experience related to writing reports or similar professional writing activities.
- **Resume**
- **Application for Federal Judicial Employment found at:** [Current Employment Opportunities | Middle District of North Carolina](#)

- **Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned.**
- **Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.**
- **Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training.**

Conditions Of Employment

- United States Citizenship is required for consideration for this position.
- A successful background check is required for employment in this position. The Probation Office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Employees of the United States Probation Office for the Middle District of North Carolina are excepted service appointments.
- Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Office reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Questions not answered in this posting can be directed to HR@ncmp.uscourts.gov or 336-358-4219.

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