



U. S. Probation Office  
Middle District of North Carolina  
101 S. Edgeworth, Ste R312  
Greensboro, NC 27401

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

# U. S. DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

## Student Intern (WAE) VACANCY #25-05

**LOCATION:** CSU: Greensboro

**REPORTS TO:** Supervisory U.S.  
Probation Officer

**STATUS:** Part-time/ temporary

**CLASSIFICATION:** N/A

**POSTED:** June 23, 2025

**TERM OF INTERNSHIP:** April 2, 2026 to  
June 8, 2026

\*(This is a part-time, temporary, unpaid appointment. The successful candidate is expected to work no more than 30 hours per week. The work schedule will be determined upon appointment.)

**CLOSING DATE:** Open until filled.

### Position Overview

The student intern will be provided with meaningful employment experience through a comprehensive view of the federal probation system. Interns will work closely with a probation officer, learn many of the duties and responsibilities of a probation officer, and will provide office support and assistance within the Court Services Unit or Supervision Unit for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Use of electronic databases, such as Westlaw and Lexis.
- Seek information from organizations and local NC databases: (NC Judicial Branch, eCourts portal and CJ Leads) by telephone and
- Investigate an offender's employment, sources of income, etc.
- Maintain case file information.
- Prepare non-court-related reports.
- Attend Court proceedings with an officer.
- Assist senior probation officers with special projects.
- Perform other duties as assigned.

## Unpaid Intern #25-05)

**How to Apply:** Applicants must submit ONE PDF document containing the following to

[HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)

- (Include Last Name-First Name- #25-05 in Subject 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;
  - Indication of position preference (CSU or SSU)
- Resume
- Application for Federal Judicial Employment found at:

<https://www.ncmp.uscourts.gov/employees>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

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## **Job Requirements**

- Skill and ability to file, extract, and re-file documents accurately and appropriately.
- Ability to follow detailed instructions and multi-task.
- Compliance with the *Code of Conduct for Judicial Employees* and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in spelling, grammar and proof reading. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc). Skill in keyboarding, typing, and data entry.

## **Qualifications**

- The successful applicant must be:
- Currently enrolled in an accredited undergraduate program and have completed at least 30 credits at the time of application.
- Graduate of an accredited undergraduate program and officially enrolled in a graduate program, but have yet to begin; or
- Currently enrolled as a first, second, or third-year law student at an accredited law school.

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

The Court 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.

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### **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.

**Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned.**

**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.**

**E-mail to: [HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)**

**Questions not answered within this vacancy announcement may be directed to Human Resources at 336-358-4219.**