



# UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

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## Internship Opportunity

**Position Title:** U.S. Probation Officer Intern

**Type:** Part Time, Temporary

**Location:** Brooklyn, New York

**Grade/Salary:** Unpaid (Volunteer)

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### **POSITION OVERVIEW:**

New York Eastern Probation is accepting applications for our Summer 2025 internship program in our Brooklyn Office. This opportunity will be in both the Supervision and Presentence Divisions. Our mission is to serve and protect our communities, assist with the fair administration of justice, and assist with the rehabilitation of individuals who are under our supervision. New York Eastern Probation hopes to provide an educational and meaningful on-the-job experience. Please visit our website for more information about our agency: [New York Eastern Probation \(uscourts.gov\)](https://uscourts.gov)

### **DUTIES AND RESPONSIBILITIES:**

The intern will gain significant insight into the federal probation system and will learn many of the duties and responsibilities of a probation officer, with the exception of field work. The intern will provide administrative support to the probation officer, which may include but is not limited to, the following:

- Develop and maintain an understanding of the mission of the Probation Department policies, functions, and procedures.
- Secure arrest reports and/or other court documents from various courts.
- Assist officers in reviewing financial documents for presentence investigations (PSI) and for post-conviction supervision.
- Prepare, proofread, and edit documents related to victim notification and correction/institutional history for accuracy, proper grammar, and spelling for signature by officer or supervisor.
- Observe court hearings and officer meetings with defendants and Persons Under Supervision.
- Participate in a Mock PSI case project.
- Attend training sessions or workshops focused on probation practices.
- Perform other duties as assigned.

**QUALIFICATIONS REQUIREMENTS:**

- Junior or senior undergraduate status preferred or postgraduate status.
- Must adhere to all internal policies and procedures which include the Code of Conduct for Judicial Employees, dress code, and confidentiality requirements.
- Excellent communication, interpersonal, and organizational skills with strong attention to detail.
- Selected candidates will be subject to a background investigation.

**HOW TO APPLY:**

Interested applicants must submit a cover letter, resume and college transcript.

Please submit all documents combined as a single PDF file, via email to:

**NYEP\_HUMAN\_RESOURCES@NYEP.USCOURTS.GOV**

With subject line: **NYEP Internship**

Only applications submitted via email will be accepted. Please include the position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted.

The United States Probation Office of the Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

The Court reserves the right to: modify the conditions of this job announcement; to withdraw the announcement; to fill the position sooner than the preference date; or to close this announcement once the position is filled, any of which may occur without prior written or other notice.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**