

UNITED STATES DISTRICT COURT

District of Connecticut

U. S. Probation & Pretrial Services

Jesse J. Gomes

Chief United States Probation Officer

157 Church St., 17th Floor
New Haven, CT 06510
Phone: (203) 773-2100
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450 Main St., Room 735
Hartford, CT 06103
Phone: (860) 240-3661
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915 Lafayette Blvd., Room 200
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Phone: (203) 579-5707
Fax: (203) 579-5571

STUDENT INTERNSHIP OPPORTUNITY

Announcement: 22-CT-01

Position Title: Student Intern

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

Open Date: Rolling Admissions

(Work schedule negotiable. Internships available for all 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 court-related reports; and attending court proceedings and other duties as assigned.

REQUIREMENTS FOR INTERNS:

Intern applicants must receive credit toward their degree from the university or college that they are currently attending as part of their internship with our office. Student intern applicants must be in their junior or senior year, or enrolled in graduate school. Student intern applicants must have a GPA of at least 2.50, commit to two days per week, at least five hours per day, throughout the semester. Student intern applicants are required to complete at minimum of 120 hours, regardless of the number of hours required by the university or college they are currently attending.

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 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, 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.

STUDENT INTERN APPLICANTS MUST SUBMIT:

- Resume
- Cover Letter
- Recommendation from the appropriate faculty representative of the college or university
- Transcripts (official/unofficial)

APPLICATION AND SELECTION PROCESS:

Please note if any of above-listed documents are missing, the intern applicant's application will be considered incomplete, and he/she will not be interviewed.

DEADLINES:

If you are planning to complete your internship with our office during the fall semester (i.e. from September until December), you must submit the above-outlined documents by the latest June 30.

If you are planning to complete your internship with our office during the spring semester (i.e. from January until May), you must submit the above-outlined documents by the latest October 31.

If you are planning to complete your internship with our office during the summer semester (i.e. from May until August), you must submit the above-outlined documents by the latest March 31.

If you have any questions regarding the application progress, please contact:

USPO Harte – email Lauren_Harte@ctp.uscourts.gov - phone: (203) 773-2532.

USPO Darden – email Braxton_Darden@ctp.uscourts.gov – phone (203) 666-3956

You must submit all documents to be considered for this opportunity to:

Jesse J. Gomes, Chief
U.S. Probation Officer 157 Church Street, 17th floor
New Haven, Connecticut 06510

emailed to: CTPML_INTERNAPPS@CTP.USCOURTS.GOV

Please email material as ONE Adobe PDF document