

UNITED STATES PROBATION OFFICE

Eastern District of Texas

Pretrial Student Intern

Vacancy Announcement # 25-11

External/Internal



Posting Date:	7/28/2025	Salary:	\$15.00/hour
Closing Date:	Until filled	Location:	Plano, Tyler, Beaumont, Sherman
Type:	Part-Time, Temporary	Entrance on Duty:	TBD

Introduction

The United States Probation Office for the Eastern District of Texas is currently accepting applications for a Part-Time Pretrial Student Internship opportunity. This position will be filled as permitted by budgetary constraints. The Pretrial Services Student Intern provides support and can be in the Plano, Tyler, Beaumont or Sherman, Texas offices. This position is a When-Actually-Employed (WAE) Appointment. There is no predetermined work schedule. The number of hours per week will average 24 but be no less than 20 hours and no more than 32 hours for a minimum of 12 consecutive weeks. Work hours are determined by the student's school schedule and the supervisor. The internship period will not exceed 20 consecutive weeks. Compensation is based on the actual hours worked. Student interns are hired by the Chief Probation Officer and work directly for the U.S. Probation Office.

Representative Duties

Assist officers, conduct investigations, and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.

- Assist officers with running criminal record checks through local and national databases and files, as well as conducting inquiries with collateral agencies. Investigate a defendant's employment, sources of income, etc. Conduct database searches, compile information, and enter data/information in the pretrial office's database systems.
- Assist with preparing and processing reports, forms, and documents, ensuring consistency and accuracy among forms, reports and other paperwork. Proofread and edit documents for accuracy, proper grammar, and spelling for signature by the officer or supervisor.
- Observe court hearings and officer meetings with defendants..
- Assist with administrative duties such as scanning, shredding, copying, and greeting visitors in person and/or on the telephone.
- Perform other duties as assigned.

Work Environment/Physical Demands

Work is performed in an office setting and may require travel to other offices or off-site locations.

Qualifications

The student intern will always conduct themselves in a professional manner. This includes respecting confidentiality, being punctual, maintaining a professional appearance, and providing appropriate feedback to the learning experience.

To qualify for this position:

- Applicant must be a high school graduate or equivalent.
- Applicant must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, pre-law, political science, English, or a related field of study. Proof of enrollment must be provided.
- Applicant must have completed a minimum of 60 hours of college courses with a GPA of 2.5 or higher.
- Ability to communicate effectively both orally and in writing.
- Skill in using Windows-based personal computers and standard software applications such as Microsoft Office, including Word, Excel, and Outlook.
- Demonstrate strong attention to detail.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines and maintain tracking systems related to cases.
- Possess extensive knowledge of proper grammar usage and the ability to edit efficiently.
- Possess general knowledge of the criminal justice system and legal terminology.

Information for Applicants

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Employees of the U.S. Probation Office are considered “at will” employees.

As a condition of employment, a criminal background and credit check will be completed. A student internship will be denied if the background investigation reveals factors that compromise security or lead the investigator to determine that the student background characteristics may conflict with the Judicial Code of Conduct for employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Appointment to this position is pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace, and the applicant selected will be required to participate in a drug screening test prior to employment.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees.

Procedures for Applying

Provide only the documents requested below in a single PDF file. The file shall be named your last name and the announcement number, i.e., Smith 25-14.

1. Cover letter of no more than two pages with a brief narrative describing why you are a suitable candidate for this position.
2. Resume
3. A complete [AO 78 - Application for Judicial Branch Federal Employment](#)
4. Three professional references, one of whom must be a professor
5. A copy of your college transcript

Please submit the above documents in one PDF via email at TXEP-HR@txep.uscourts.gov

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

The U.S. Probation Office is an Equal Opportunity Employer.