



## United States Probation Office

District of Nevada

### Student Internship

The United States Probation Office for the District of Nevada is currently recruiting **Student Interns** to provide technical, administrative, and clerical support to U.S. Probation Officers.

Announcement Number	Job Title
<b>2025-07</b>	<b>Student Intern</b>
Opening Date	Closing Date
February 10, 2025	Ongoing
Number of Openings	Type
<b>One or more</b> <b>Duty Station: Reno and Las Vegas, Nevada</b>	Temporary, 16 to 32 weeks <b>Minimum commitment of 12 hours per week</b>
Salary Range (Depending on Experience)	Promotional Potential
Unpaid, eligible for academic credit	Not Applicable
Apply To	Required Documents
<a href="mailto:careers@nvp.uscourts.gov">careers@nvp.uscourts.gov</a>  Applications reviewed on a rolling basis.	For consideration, applicants must submit: <ul style="list-style-type: none"><li>▪ Cover letter describing interest and qualifications</li><li>▪ Resume</li><li>▪ Two (2) letters of recommendation from University faculty</li><li>▪ College transcript</li><li>▪ <a href="#">AO-78 Application for Judicial Branch Federal Employment</a></li></ul>

#### Position Overview

Intended as an introduction to a career as a United States Probation Officer. The position provides an opportunity to learn about the criminal justice system, how federal probation serves and supports the needs of the U.S. District Court, the clients we serve, the community, and evidence-based practices and principles.

The **Student Intern performs a wide range of duties associated with the supervision of federal offenders**, conducting investigations, compiling criminal histories, and coordinating with collateral agencies. Responsibilities may include, but are not limited to, the following:

- Assist officers in the collection of information for investigations.
- Contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Investigate an offender's employment, sources of income, etc.
- Assist officers with scanning case documents, conducting database searches, compiling information, and entering data and information in database systems.
- Conduct research using electronic databases.
- Assist in researching and developing community resources.
- Assist with preparing and processing forms and documents for submission to the courts.
- Observe court hearings and witness court activities related to the sentencing process.
- Attend staff meetings and in-house trainings approved by the supervisor.
- Provide clerical and general office support, as needed.
- Assist staff with special projects, as assigned.
- Perform other duties, as assigned.

#### Minimum Qualifications

Citizenship or authorization to work in the United States. **Preference will be given to students in their junior or senior academic year.** Because this role requires evidence of the capacity to understand and apply legal concepts and human relations skills, preference also may be given to criminal justice, criminology, psychology, sociology, human relations, or business or public administration majors.

Ability to exercise sound judgment, maintain confidences, work harmoniously with others, exercise high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. Excellent computer knowledge and experience in Windows operating systems and Microsoft Office software. Ability to produce a high volume of material accurately. Excellent oral and written communication ability with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously. Detail oriented with strong organizational skills. Dependable with commitment to regular attendance.

### Conditions of Employment

Candidates must be a U.S. citizen or authorized to work in the U.S., and adhere to the [Code of Conduct for Federal Judicial Employees](#). In addition, candidates must:

- **Educational Requirement**  
Part-time or Full-time student enrolled in a relevant **undergraduate degree program**. Applicants must be in good academic standing with a cumulative GPA of 3.0 or higher.
- **Fair Chance to Compete for Jobs Act**  
Due to the sensitivity level of this position, candidates invited for an interview will be asked about their criminal history prior to receiving a provisional offer of employment. Candidates invited for an interview must complete Form AO 78 (Federal Application for Employment) and must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying.
- **Background Investigation**  
Requires completion of an FBI fingerprint-based national criminal database and records check. Also subject to a record check with law enforcement agencies and credit bureaus.

### Additional Resources

- **United States Probation Office, District of Nevada (website)**  
[www.nvp.uscourts.gov](http://www.nvp.uscourts.gov)
- **Federal Judiciary Careers: The Role of United States Probation Officers (video)**  
<https://youtu.be/v-zHlcYDo88>
- **The United States Courts (website)**  
[www.uscourts.gov](http://www.uscourts.gov)

*The United States Probation Office is an equal opportunity employer  
and we are committed to the principles of diversity and inclusiveness.*