



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

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INTERNSHIP OPPORTUNITY

Announcement Number:	26-DC-02
Position Title:	Student Intern (Volunteer) (This is not a hazardous duty position. Two positions are available.)
Term of Internship:	June 1, 2026 to August 9, 2026 (Work schedule will be determined upon appointment.)
Position Location:	Washington, D.C.
Open Date:	March 4, 2026
Closing Date:	April 30, 2026
Area of Consideration:	Current students enrolled in an accredited undergraduate or graduate program or pursuing a Juris Doctorate degree.

How to Apply: To be considered for this “at will” position, applicants must submit the following required documents:

- A cover letter
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills.
- College transcripts.

Failure to submit a complete, typed, and signed cover letter, AO-78, resume, and transcripts will result in immediate disqualification. Description of Work section of the AO-78 must be complete. Indicating “see resume” is not acceptable. Incomplete, handwritten, and/or unsigned applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Virtual interviews may be conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement.

Application materials may be mailed or hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2712
Washington, DC 20001-2866
Reference Announcement # 26-DC-02

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

DUTIES AND RESPONSIBILITIES:

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 for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Seek information from organizations and others by telephone and written correspondence.
- 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.

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:

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

EMPLOYEE BENEFITS:

Unpaid Student Interns are eligible for up to \$340 each month in public transportation vouchers (SmartBenefits) only.

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 District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.