

**United States Probation Office  
Western District of Kentucky**



**COLLEGE INTERNSHIP OPPORTUNITY**

The United States Probation Office for the Western District of Kentucky is accepting applications for the position of student intern (**unpaid**). Applicant(s) must be currently enrolled as a part-time or full-time student. This position is located in the U.S. Probation Office, Bowling Green, Kentucky, and reports to the Intern Program Coordinator. Work hours will be established in accordance with office needs and individual school requirements. The student intern will perform and/or be responsible for the following duties:

- ❖ Scanning, shredding, copying, filing, stamping, and locating files and documents;
- ❖ Assisting with data entry functions and quality control;
- ❖ Collateral Investigations;
- ❖ Observing court hearings / proceedings; and,
- ❖ Other duties as assigned.

Application Procedures:

Interested students should submit the following:

1. A letter of interest.
2. An official application (Form AO 78 - which can be downloaded from our website at [www.kywp.uscourts.gov/ao78.html](http://www.kywp.uscourts.gov/ao78.html).)
3. A copy of your transcripts.

The above materials should be submitted no later than May 10, 2012, to:

[connie\\_ulery@kywp.uscourts.gov](mailto:connie_ulery@kywp.uscourts.gov)

-----OR-----

U.S. Probation Office  
Attn: Human Resources  
400 Gene Snyder U.S. Courthouse  
601 W. Broadway  
Louisville, KY 40202-2277

**ALL APPLICANTS MUST BE U.S. CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK.**

**THE U.S. PROBATION OFFICE HAS THE RIGHT TO MODIFY THE CONDITIONS OF THIS ANNOUNCEMENT, WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN NOTICE.**