

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY
U.S. PROBATION OFFICE**

**INTERNSHIP OPPORTUNITY
(USPO-STUDENT) 2015-01**

POSITION TITLE: Student Intern
(Unpaid)

LOCATON: U.S. Probation Office, Louisville, Kentucky

Salary: Unpaid Internship

Term of Internship: Summer / Fall Semesters
[with the option to extend beyond semesters]

Opening Date: March 25, 2015

Closing Date: April 23, 2015

The United States Probation Office for the Western District of Kentucky is accepting applications for the position of student intern (unpaid). This position is located in the U.S. Probation Office, Louisville, Kentucky, and reports directly to the Intern Program Coordinator(s). 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;
- Assisting with front desk duties;
- Pulling criminal history records;
- Attend court proceedings to observe initial appearances, detention hearings and sentencing hearings (as time allows);
- Assist with preparing requests for verification of information (i.e., employment, education, etc.);
- Performing other duties as assigned .

General Information

- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Background checks will be conducted on final candidate(s).
- The position is a temporary, part-time appointment for services to our district while gaining knowledge, skills and abilities that they can take with them after graduation.

Required Qualifications

- Applicant must be currently enrolled as a part-time or full-time college student.
- Skill in using scanners and standard office equipment (telephones, copiers, printers, fax machines, paper shredders, computer equipment, etc.)
- Applicant must be mature, responsible, organized, and possess good verbal and written communication skills.

Application Procedures

Interested candidates should submit complete applicant packets which includes: a letter of interest, a current/detailed resume, copy of academic transcript(s), and a completed Application for Judicial Branch Federal Employment (Form AO-78), which can be found at www.kywp.uscourts.gov. Please mail or email your complete application packet to:

connie_ulery@kywp.uscourts.gov

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

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, any of which may occur without prior written notice. Multiple vacancies may be filled from this announcement.

The U.S. Probation Office for the Western District of Kentucky is an Equal Opportunity Employer