

**UNITED STATES DISTRICT COURT  
DISTRICT OF KANSAS  
PROBATION OFFICE**

**POSITION TITLE:** U.S. Probation Intern

**SALARY RANGE:** Voluntary (unpaid)

**LOCATION:** District of Kansas (Wichita, Topeka, or Kansas City)

**ISSUE DATE:** This is a continually open position for all divisional U.S. Probation Offices in the District of Kansas. Applicants should apply directly to the office in which they wish to be considered for an internship. Application should be made well in advance of the school semester in which the internship may occur.

**DUTIES:**

U.S. Probation Office Interns will work under the guidance of U.S. Probation Officers in the normal course of their duties, which include pretrial investigations and supervision, presentence investigations, and post-release offender supervision. Interns will be allowed to perform some of the duties assigned to probation officers while under the direction and guidance of an officer. Interns will be expected to complete orientation and training relevant to the U.S. Courts and the U.S. Probation Office to gain an understanding of the U.S. Probation Office and its role in the Federal Court system. Interns will be expected to assist officers and support staff with case file management and other support functions, and shall be responsible to maintain confidentiality in all areas of work. Interns will be expected to complete a minimum of 120 hours of work during a school semester.

**MINIMUM QUALIFICATIONS:**

- a) Enrolled in an accredited college or university, pursuing a degree in the social sciences or in a field appropriate to the subject matter of this position;
- b) Applicant shall be designated as a senior in an undergraduate program, or in a graduate program at the time they are to begin their internship;
- c) Grade point average of 3.0 or above;
- d) Applicant shall receive college credit for the internship.

**PREFERRED QUALIFICATIONS:**

- a) High grade point average, primarily in field of educational major;
- b) Strong interest in pursuing a career in law enforcement or corrections;
- c) Prior employment experience.

**EVALUATION PROCESS:**

Eligible applicants will be screened and rated as to experience, education, and training. Applicants may be required to respond to written assignments and undergo testing during the selection process.

**CONDITIONS OF EMPLOYMENT:**

Prior to appointment, applicants considered for this position will undergo a background investigation, which may include a reference check, a criminal records check, a financial background investigation, and drug screening. In addition, as conditions of program participation, incumbent will be subject to ongoing random drug screening and updated background investigations as deemed necessary.

**TO APPLY:**

To apply for this position, applicants must submit the following materials to the divisional office in which they wish to be considered for an internship:

- a) resume and a cover letter which includes whether you are applying for a position in Wichita, Topeka, or Kansas City;
- b) internship application available or from the individuals listed below;
- c) college transcript;
- d) signed Authority To Release Information allowing for a background investigation to be conducted, or from the individuals listed below.

**REQUEST APPLICATION INFORMATION AND SUBMIT APPLICATIONS TO THE FOLLOWING:**

**Topeka:**  
Mitchell Shivers  
 444 S.E. Quincy  
 Rm. 375  
 Topeka, KS 66683  
 785-338-5627

**Wichita:**  
Corey Kirk  
 401 N. Market  
 3<sup>rd</sup> Floor  
 Wichita, KS 67202  
 316-315-4442

**Kansas City:**  
Ruth Yorke  
 500 State Ave.  
 M 35  
 Kansas City, KS 66101  
 913-735-2419; 2414

**INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Applicants must be United States citizens or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER