

# CAREER OPPORTUNITY

## UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA



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| <b>Position Title:</b>         | Student Intern ( <i>More than one position may be filled</i> )  |
| <b>Position Type:</b>          | Part-Time Temporary ( <i>Not to exceed May 1, 2026</i> )  |
| <b>Work Hours:</b>             | Minimum 20 hours/week, Monday – Friday  |
| <b>Anticipated Start Date:</b> | <b><i>January 19, 2026</i></b>  |
| <b>Vacancy Number:</b>         | <b>25-06</b>  |
| <b>Date Posted:</b>            | August 20, 2025   |
| <b>Closing Date:</b>           | September 19, 2025  |
| <b>Location:</b>               | Oklahoma City, OK   |
| <b>Salary Range:</b>           | CL 22/01 (approx. \$15.51 per hour)<br>( <i>a paid internship is dependent on availability of funding</i> ) |

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The U.S. Probation Office in the Western District of Oklahoma is seeking applicants for a temporary, part-time Student Intern in our Oklahoma City, Oklahoma office. This is a combined probation and pretrial services office. More than one position may be filled with this announcement. Applicants must be U. S. Citizens or eligible to work in the United States. Positions will be filled as permitted by current and future availability of funds.

### **DUTIES AND RESPONSIBILITIES**

The student intern will be provided a 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 the following duties and responsibilities:

- Use of electronic databases, such as Westlaw and Lexis
- 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 office support duties as assigned

### **JOB REQUIREMENTS**

- Ability to follow detailed instructions, acquire attention to detail, and multi-task.
- Skill and ability to file, extract, and re-file documents accurately and appropriately.
- Compliance with the [\*Code of Conduct for Judicial Employees\*](#) and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment and present a professional image and demeanor.

- Skill in spelling, grammar, and proofreading. 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.).
- Proficient typing and data entry skills

## **QUALIFICATIONS**

The successful applicant must be currently enrolled in an accredited undergraduate or graduate program pursuing a degree in social work, criminal justice, criminology, psychology, sociology, human relations, a related field of study at the time of application. United States Citizenship is required for consideration for this position.

## **CONDITIONS OF EMPLOYMENT**

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. Use of Electronic Funds Transfer (direct deposit) is mandatory for payment of compensation. This is a temporary position with no benefits.

## **HOW TO APPLY**

To be considered for this “at will” position, applicants must submit an application packet that must include the following required documents:

1. Cover letter (Letter of Interest) summarizing your qualifications, skills, and abilities relevant to this position
2. Resume
3. Current academic transcript
4. Letter of reference from a professor
5. AO-78, Federal Judicial Branch Application for Employment. Form can be found at this link, [AO\\_078.pdf \(uscourts.gov\)](https://www.uscourts.gov/ao78).

Please send documents via email to [niki\\_morgan@okwp.uscourts.gov](mailto:niki_morgan@okwp.uscourts.gov) in pdf form. All documents must be combined and sent as **one** PDF with the subject line stated “**25-06 Intern**”.

Applications must be **received by 5:00 pm on the closing date**. Incomplete application materials will not be considered. Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without notice to applicants.

**The United States Courts is an Equal Employment Opportunity Employer**