

U.S. Probation Northern District of Florida

Vacancy Announcement 26-05

Student Intern



Pensacola or

Tallahassee, Florida

www.flnp.uscourts.gov



Position Details

Starting Salary Range**:

\$15.67 - \$25.46 hourly (CL-22)

***Dependent on qualifications and experience*

This is a When-Actually-Employed (WAE) Appointment.

WAE appointments are excluded from/not eligible for:

- Retirement
- Health Insurance
- Life Insurance
- Tax-deferred savings plans
- Vacation Leave
- Sick Leave

Closing Date:

Open until Filled with first

preference given to

applications received by:

5/26/2026

1 or more positions may be filled with this vacancy announcement

Position Overview

The United States Probation for the Northern District of Florida is seeking applicants for a part time Student Intern. The Northern District of Florida is a combined probation and pretrial services district serving a largely rural 23 county area in the panhandle of Florida. Our headquarters is in Pensacola, with four division offices located in Pensacola, Panama City, Tallahassee, and Gainesville. We are an outcome-based organization working in professional, and organizational growth. We believe that leadership is a shared responsibility of all team members. We encourage creativity in problem solving and encourage all staff members to lead from where they stand.

This position is a When-Actually-Employed (WAE) Appointment. There is no predetermined work schedule. Work hours are determined by the student's school schedule and their supervisor. Compensation is based on the actual hours worked. This position will be filled as permitted by budgetary constraints.

Representative Duties

- Assist Officers, conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist Officers with running criminal record checks through local and national databases and files, as well as conducting inquiries with collateral agencies. Investigate a defendant's employment, sources of income, etc. Conduct database searches, compile information, and enter data/information in the pretrial office's database systems.
- Assist with preparing and processing reports, forms and documents, ensuring consistency and accuracy among forms, reports and other paperwork. Proofread and edit documents for accuracy, proper grammar, and spelling for signature by officer or supervisor.
- Observe court hearings and officer meetings with persons under supervision.
- Performs other duties as assigned.

Preferred Skills

- Ability to organize and prioritize duties as assigned.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to exercise impartiality and discretion with people under supervision and their family/support systems.
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others.
- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.

Qualifications

Student interns should always conduct themselves in a professional manner. This includes respecting confidentiality, issues of punctuality, appearance, attendance, and provide appropriate feedback to the learning experience.

To qualify for this position:

- Applicant must be a high school graduate or equivalent.
- Applicant must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided.
- Ability to communicate effectively both orally and in writing.
- Skill in using Windows-based personal computers and standard software applications such as a word processing, spreadsheets, electronic mail, and web searches, etc.
- Demonstrate strong attention to detail.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines and maintain tracking systems related to cases.
- Possess extensive knowledge of proper grammar usage and the ability to edit efficiently.
- Possess general knowledge of the criminal justice system and legal terminology.

Application Process:

- Qualified applicants will be screened and selected based on experience, education, and training.
- You must submit all required documents to be considered for this opportunity; incomplete packets will not be considered.
- Applicants may be required to respond to written assignments during the selection process.
- Qualified applicants must submit **ALL** the following documents (please submit only requested documents):
 - A current detailed resume and letter of interest
 - Judicial Branch Federal Employment application (AO-78), which is available at: [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov) (If you are reapplying, please ensure that you use the most current version of the application, revised 5/2024. Forms dated prior to 5/2024 will not be accepted.)
 - Proof of student enrollment and transcripts
 - References

Submit electronically via email (in a single (one) PDF document) to:
timothy_anderson@flnp.uscourts.gov

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

As a condition of employment, the selected candidate must complete a credit check, a background check investigation, including an FBI fingerprint check.

The U. S. Probation Office reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

U. S. PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER

All court employees, including U. S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Judiciary employees are “at will” employees. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 USC 3602(a).