



UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WISCONSIN

Vacancy Announcement No. 2026-04

CAREER OPPORTUNITY

Position Title:	Student Intern
Position Type:	Part-Time, Temporary (<i>appointment through September 30, 2026, with the possibility of an extension not to exceed one year</i>)
Duty Station:	Madison, Wisconsin
Salary Range:	(\$17,653 to \$25,945) Based on experience, education, and qualifications
Opening Date:	April 6, 2026
Closing Date:	Open until filled; first consideration given to applications received by April 27, 2026
Start Date:	Flexible

DISTRICT SUMMARY

The U.S. Probation and Pretrial Services Office for the Western District of Wisconsin is a combined probation and pretrial services district that serves 44 counties and is part of the Judicial Branch. Due to the district's size, employees gain invaluable experience by contributing to all facets of operations, offering a unique opportunity to make a significant impact across the district.

Our office is dedicated to ensuring that all aspects of service to the Court and the community remain at high levels. Delivering this high level of performance is essential to accomplish our mission, which is as follows:

Collectively, we contribute to a safer community by fostering positive, lasting change in the lives of those we serve.

Our core values are excellence, compassion, integrity, teamwork, continuous learning, respect, wellness, adaptability, and resilience. These values are the foundation that underlies our work, how we interact with each other, and the strategies we employ to fulfill our mission.

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the Western District of Wisconsin is seeking applicants for the position of a Pretrial Services and Probation Student Intern. This is an operational court support position. The Student Intern provides technical, administrative, and clerical support to officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, and coordinating with collateral agencies. The Student Intern will work on a part-time basis (not to exceed 30 hours/week). This is a temporary appointment, which may be terminated at any time.

REPRESENTATIVE DUTIES

Representative duties include but are not limited to the following:

- Assist officers in collecting information for investigations and verifying documentation
- Assist with preparing and processing forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork
- Contact various local, state, and national law enforcement and regulatory agencies as directed to collect and record information to assist with investigations
- Observe court hearings and officer meetings with persons under supervision
- Proofread and edit documents for accuracy, grammar, and spelling
- Assist officers with administrative duties such as scanning case documents, conducting database searches, compiling information, and entering data and information into the office's computerized database system
- Perform backup clerical duties as needed, including conducting reception duties, processing incoming/outgoing mail, photocopying, faxing, scanning and document delivery as required
- Perform data entry functions. Track statistics and data
- Perform other duties as assigned by the Chief U.S. Probation/Pretrial Services Officer

MINIMUM QUALIFICATIONS

To qualify for the position, an applicant must be a high school graduate or equivalent and must currently be enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in an accredited program. Applicants must have a cumulative grade point average of 2.50 or higher.

PREFERRED SKILLS

- Knowledge and proficiency in the use of Microsoft Office
- Excellent written and communication skills
- Exemplary organizational skills and attention to detail
- Exercise mature judgment and maintain strict confidentiality
- Ability to conduct themselves in a professional manner. This includes issues of punctuality, appearance, attendance, and providing appropriate feedback to the learning experience.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Selected candidate must successfully complete an FBI fingerprint-based national criminal database and records check.
- Employment is considered provisional until the background check is successfully completed. Employees are considered "at will."
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are required to use direct deposit for payroll.

APPLICATION MATERIALS

Please apply using the following link: [Application Link](#)

Complete the information fields and attach the following materials:

- 1) an updated resume;
- 2) a list of two professional or academic references;
- 3) a copy of college transcripts;
- 4) a one-page letter of interest; and
- 5) an Application for Judicial Branch Employment (AO78) (the form is included in the application link).

Incomplete applications packets will not be considered. Only the candidates selected for interviews will be contacted. Travel expenses associated with an interview will be borne by the applicant.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The U.S. Probation and Pretrial Services Office reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The U.S. Courts is an Equal Employment Opportunity employer.