



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 26-06

MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT

Opening Date: August 26, 2026

Closing Date: September 11, 2026

Position:	STUDENT INTERN Temporary (One Year and One Day)
Position Type:	Part-Time Up to 30 Hours/Week
Position Location:	Western District of New York – Buffalo
Salary Range:	Classification Level 21 \$27,131-\$44,097 Pay Table BU – starting salary is dependent upon qualifications.
Starting Date:	To be Determined

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, five senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Buffalo** office. This position is temporary (contingent upon funding and needs of the office) and is not to exceed one year and one day, at such time, the ongoing need for this position will be assessed and possibly extended.

The Student Intern provides general, administrative, and operational support to probation officers and officer assistants.

REPRESENTATIVE DUTIES:

- Perform receptionist duties by greeting visitors/clients in person or on the telephone and directing them to the appropriate individual.
- Assist with answering the phone lines and responsible for front desk procedures (i.e. mail, deliveries, etc.)
- Perform administrative duties such as scanning, shredding, copying, filing, conducting database searches, chronological entries, etc.
- Run reports such as Failure to Appear (FTA), monthly specimen testing, criminal history reports (i.e. ACIC/NCIC, and AO Court Connect).
- Perform collateral investigations, including researching, retrieving, and verifying demographic information, and completing correspondence in specified format.
- Retrieve and verify criminal history information for pretrial and presentence investigations.
- Enter and maintain accurate data in the automated case tracking system (PACTS), including scanning of confidential case files and uploading files to the related case.
- Review and validate treatment services invoices for services rendered. Ensure accuracy when processing invoices. Distribute invoices to the appropriate party within set timelines.
- Accept goods and services procured by the court unit and sign appropriate documentation as verification.
- Conduct and observe urine specimen process with offenders/defendants of the same gender.
- Assist officers with low intensity caseload by verifying compliance, completing case review, and administering travel passes, as needed.
- Assist with the location monitoring and sex offender programs.
- Perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent to qualify for Classification Level 21. Progressively responsible clerical, office or other work experience related to the duties of this position are preferred.

COMPLETIVE FACTORS:

- College degree in Criminal Justice, Social Work, Psychology, Business, or related field.
- Currently enrolled in a college/university with an area of focus in Criminal Justice, Social Work, Psychology, Business, or related field.
- Proficiency in Microsoft Office

BACKGROUND INVESTIGATION:

This position is classified as a sensitive position which requires the final candidate to undergo a mandatory local background investigation, FBI fingerprint check and subsequent favorable suitability determination as a condition of employment.

BENEFITS:

Employees of the United States District Court serve under “Expected Appointment” and are considered “At-Will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Paid annual and sick leave
- Eleven (11) paid federal holidays
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan
- Health benefits under the Federal Employees’ Health Benefits Program (FEHB) – prorated
- Life insurance benefits under the Federal Employees’ Group Life Insurance Program (FGLI)
- Participation in Pre-Tax Flexible Spending Accounts
- Dental and Vision insurance options under the Federal Employees’ Vision and Dental Insurance Program (FEDVIP)

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>.

APPLICATION PROCESS:

Individuals interested in being considered for the position are invited to submit a cover letter and resume to Lisa M. Janca, Human Resources Administrator, HR@nywp.uscourts.gov, by 5:00 PM EST on September 11, 2026. Job description and additional information can be located on our website at www.nywp.uscourts.gov.

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer