

**UNITED STATES PROBATION OFFICE  
EASTERN DISTRICT OF TENNESSEE**

*Recruiting for Part-Time, Temporary:*

**PROBATION STUDENT INTERN**

**VACANCY ANNOUNCEMENT NO. 2026-03**

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**OPENING DATE:** Monday, April 20, 2026

**CLOSING DATE:** Friday, May 8, 2026

**SALARY RANGE:** CL-21 (\$25,945 - \$42,170)  
*(based on education and experience)*

**POSITION LOCATION:** Chattanooga, Knoxville, or Greeneville

**RECRUITMENT AREA:** Open to All Sources, Including Transfers Within the Judiciary

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The United States Probation Office for the Eastern District of Tennessee is accepting applications for the position of a Probation Student Intern (*see Application Procedures*). The district is comprised of divisional offices located in Knoxville, Chattanooga, and Greeneville. This position may be located in any of the divisional offices and more than one position may be filled from this vacancy.

The Probation Student Intern is an operational court support position. The Probation Student Intern provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, and coordinating with collateral agencies. The Probation Student Intern will work on a part-time basis (up to 24 hours/week). This is a temporary appointment which may be terminated at any time. *\*This temporary appointment may be extended without further advertisement, but not to exceed one (1) year from date of original appointment.*

**REPRESENTATIVE DUTIES**

These include, but are not limited to the following:

- Assist probation/pretrial services 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.
- 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.
- Perform backup clerical duties, including processing incoming/outgoing mail, photocopying, faxing, scanning and document delivery as required.

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- Perform other administrative duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**  
**(Qualifications must be met at the time of application)**

**Required:**

- To qualify, the incumbent must be a high school graduate or equivalent.
- Currently enrolled undergraduate or graduate students in an accredited program and must have a cumulative grade point average of 2.50 or higher.

**Preferred:**

- Knowledge and proficiency in the use of Microsoft Office products
- Excellent written and communication skills
- Excellent organizational skills and attention to detail.
- Exercise mature judgement and maintain strict confidentiality

**CONDITIONS OF EMPLOYMENT**

- Applicants must be a United States citizen or eligible to work in the United States.
- 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.
- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- Judiciary employees serve under Excepted Appointments and are considered “**at will**” and may be terminated with or without cause.
- All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- This position is subject to mandatory Electronic Fund Transfer (direct deposit) for salary payment.
- The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

**BENEFITS**

Employees may be eligible for judiciary benefits, to include: paid annual (vacation) and sick leave; periodic salary increases; a minimum of eleven (11) paid holidays per year; health and life insurance; dental and vision insurance; Flexible Benefits Program (medical and dependent care reimbursement); retirement benefits; Thrift Savings Plan (TSP) participation with employer matching contributions (up to 5%); and the Employee Assistance Program (EAP).

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**APPLICATION PROCEDURES**

Qualified applicants must submit a Cover Letter, detailed resume, three professional references with contact information **or** two letters of recommendation, a copy of college transcripts, and an *Application for Judicial Branch Federal Employment* (Form AO-78) - [AO 78 2024.pdf](#)

*\*Due to the high sensitivity of this position, the optional background questions (18-20) on the AO 78 Application must be answered.*

Electronically submit your application documents to [hr@tnep.uscourts.gov](mailto:hr@tnep.uscourts.gov). A single PDF document is preferred. **SUBJECT LINE: Probation Student Intern No. 2026-03**

**Application documents must be received no later than 5:00 p.m., May 8, 2026.**

**If you fail to include all required documents and/or omit any information on the Form AO-78, your application packet may be considered incomplete, and you may not be considered for this position. The Form AO-78 must contain a signature and date on the last page.**

**Other Important Information**

All qualified applicants who have submitted the required application documents before the selection is made will be considered.

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States Probation Office for the Eastern District of Tennessee reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

*An Equal Employment Opportunity Employer*