PATRICIA TREVINO
Chief U.S. Pretrial Services Officer

Detroit
231 W. Lafayette Blvd.
Detroit, MI 48226

Ann Arbor
200 E. Liberty St.
Ann Arbor, MI 48104

Bay City
1000 Washington Ave.
Bay City, MI 48708

Flint
600 Church St.
Flint, MI 48502

Port Huron
526 Water St.
Port Huron, MI 48060

miept.uscourts.gov

Important Dates

Opening Date:
November 5, 2026

Closing Date:
November 23, 2026

Anticipated Start Date:
January 2027

Apply to:
Application Link

The U.S. District Court for the Eastern District of Michigan is an Equal Opportunity Employer.

CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES AGENCY
EASTERN DISTRICT OF MICHIGAN

Position:	Part Time/Temporary Pretrial Services Student Intern		
Vacancy #:	2026-27		
Classification:	CL 21		
Salary Range:	$13.76-$17.20 per hour (depending on qualifications)		
Duty Station:	Detroit, MI	Status:	Up to one year Up to 40 hours per week
Open to:	All qualified candidates	Number of Positions:	One

POSITION OVERVIEW

The Student Intern contributes to the daily operations of the office by providing administrative, technical, and clerical support to staff, which may include assisting officers in monitoring caseloads and with their investigations by compiling criminal histories and coordinating information with collateral agencies. The Student Intern will work on a part-time basis (minimum 20 hours up to 40 hours/week) and will report directly to a Supervising U.S. Pretrial Services Officer or designee. This is a temporary appointment, which may be terminated at any time, but not later than one year after appointment.

Work is performed in an office setting, where persons with violent backgrounds are usually present. Occasional travel within the District may be required.

Duties include, but are not limited to, the following:

- Assist officers with administrative duties such as scanning case documents, conducting database searches, compiling information, and entering data and information in the office's computerized database system.
- Attend court hearings with officers.
- 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.
- Perform other administrative duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

- Must be enrolled as undergraduate (senior status) or graduate student during the 2026-2027 school year in an accredited program.
- Must be enrolled in a major or minor focused on human behavior, social science, criminal justice, sociology, or psychology.
- Must earn college credit for paid internship lasting 120-days and extendable up to one year.



MIEPT MISSION

The United States Pretrial Services Agency for the Eastern District of Michigan is a component of the United States Courts. The Agency is responsible for providing thorough pretrial reports and monitoring the actions and behavior of persons under supervision released into the community.

We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts.

Our Agency strives to achieve the organizational goals of upholding the constitutional principles of the presumption of innocence, the right against excessive bail for pretrial persons under supervision by appropriately balancing community safety and risk of non-appearance with protection of individual liberties; providing objective investigations and reports with verified information and recommendations to assist the Court in making fair pretrial release and supervision decisions; ensuring compliance of persons under supervision with court-ordered conditions through community-based supervision and partnerships; protecting the community through the use of evidence based practices designed to assess and manage risk; facilitating long-term, positive changes in persons under supervision through proactive interventions; and promoting the fair, impartial, and just treatment of persons under supervision throughout all phases of the system.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with continuous vetting, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

QUALIFICATIONS CONTINUED

Preferred:

- Cumulative grade point average of 3.0 or higher.
- Knowledge and proficiency in the use of Microsoft Office products.

APPLICATION PROCEDURE

Applicants must submit their application and required documents using the link below.

Application Link

Required Documents:

- Cover letter (include vacancy number) detailing your qualified and preferred skills
- Resume
- Most recent college transcripts
- Typed Federal Judicial Branch Application For Employment Form AO-78 (version dated 05/2024)

NOTE: Applicants are required to complete the Optional Background Information section on page 5 of the application Form AO-78.

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Only candidates selected for the next step of the selection process will be contacted. A writing assessment may be administered. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS

Local (when/where available): Federal Court employees receive local benefits outlined here.
National: Federal Court employees receive national benefits outlined here.