

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

*The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of **Student Intern**.*

ANNOUNCEMENT NUMBER: 16-USPO-1

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Student Intern
When-Actually-Employed (WAE) Appointment

CLASSIFICATION LEVEL: Court Personnel System, Classification Level 21

RATE OF PAY: \$9.89 per hour

OPENING DATE: Friday, January 29, 2016

CLOSING DATE: Friday, February 26, 2016, 5:00 PM CST

STARTING DATE: TBD

★ *This is a When-Actually-Employed (WAE) Appointment. There is no pre-determined work schedule and compensation is based on the actual hours worked. WAE employees may not exceed 80-hours per pay period.*

POSITION OVERVIEW:

The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of Student Intern. This position is located in the Probation & Pretrial Services Office and reports directly to the Pretrial Supervisory Probation Officer. Work hours will be established in accordance with office needs and individual school requirements. The Student Intern will perform and/or be responsible for the following duties:

- Performing receptionist duties by greeting visitors/clients in person or on the telephone and directing them to the appropriate individual;
- Processing outgoing mail and receiving, screening, and routing all incoming mail to the appropriate staff member;
- Scanning, shredding, copying, filing, stamping, and locating files and documents;
- Assisting with data entry functions;
- Assisting in conducting criminal record checks through local or national law enforcement databases;
- Performing other duties as assigned.

GENERAL INFORMATION:

- Applicants must be U. S. citizens or eligible to work in the United States and have a valid driver's license.
- Background checks will be conducted on final candidate(s).
- Work may be performed in an office setting and off-site from a remote duty station. Some travel may be required.
- Incumbent may have contact with persons with violent backgrounds.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Applicant must be currently enrolled as a part-time or full-time student pursuing an under graduate or graduate degree in criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided.
- Excellent oral and written communication skills and a skill in communicating with a variety of persons.
- Skill in using high-speed and bulk scanners. Skill in using standard office equipment (telephones, copiers, printers, fax machines, paper shredders, etc.) Skill in keyboarding, typing, and data entry.
- General knowledge in the following areas: Microsoft Office applications, Adobe Acrobat, and Internet Explorer.
- Flexibility in adapting and embracing workplace changes.

BENEFITS:

When-Actually-Employed (WAE) Appointments are excluded from retirement, health, and life insurance coverage, Thrift Savings Plan (TSP), leave accrual, and supplemental benefits.

APPLICATION PROCEDURES:

Interested candidates should submit a complete applicant's packet which includes: a letter of interest, resume, current course schedule, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). Applicant's packets must be received by 5:00 PM CST on Friday, February 26, 2016 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamd.uscourts.gov/employment. **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applicant's packets will not be considered complete until all of the items listed above have been received by Human Resources. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachments must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

----- **OR** -----

Attention: Human Resources; Fax: 225.389.3542

ADDITIONAL INFORMATION:

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings. Participation in the interview process is at the applicant's own expense.

Due to the volume of applications received, the Court will contact only the most qualified applicants who will be invited to one (or more) personal interview(s). Persons selected for interviews will be required to travel to the designated location at their own expense. Only those who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office within two weeks following the applicant's packet deadline, another candidate within the recruitment field, with either more experience and/or qualifications, was selected. **Please do not call.**

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

The U. S. Probation & Pretrial Services Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. Multiple vacancies may be filled from this announcement. The United States Probation & Pretrial Services Office for the Middle District of Louisiana is an equal opportunity employer and values diversity in the work place.