



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

The U. S. District Court for the
Northern District of Ohio is an
Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Probation Student Intern

VACANCY #21-15

LOCATION: Toledo, Ohio

REPORTS TO: Supervisory U.S. Pretrial
Services & Probation Officer

STATUS: Part-time Temporary
(Not to Exceed October 31, 2021*)

CLASSIFICATION: CL 21

POSTED: May 12, 2021

SALARY RANGE: \$22,457 – \$36,510

CLOSING DATE: Open Until Filled. First consideration will be given to applicant packets received by Tuesday, June 1, 2021.

Position Overview

The Probation Student Intern is an operational court support position. The 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 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 but not later than October 31, 2021. *This temporary appointment may be extended 120 days without further advertisement.

Duties and Responsibilities 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 with urine specimen process (same gender clients), testing and maintain appropriate records and documentation.
- 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.

Probation Student Intern
(VA 21-15)

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Cover Letter (include VA 21-15 in Subject of Email)
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Application for Federal Judicial Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

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.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

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Qualifications (Must be met at the time of application)

REQUIRED EXPERIENCE/EDUCATION

To qualify, the incumbent must be a high school graduate or equivalent.

PREFERRED EDUCATION/SKILLS

- Currently enrolled undergraduate or graduate student in an accredited program and must have a cumulative grade point average of 2.50 or higher.
- 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 U. S. citizens or eligible to work without restriction in the United States.
- Completion of 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.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.