

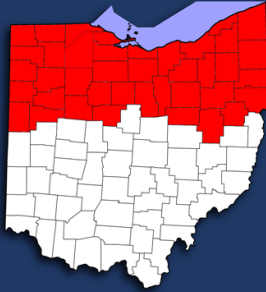


UNITED STATES PRETRIAL SERVICES AND PROBATION Northern District of Ohio

Sara Lioi, Chief Judge | Suzanne Evans, Chief U.S. Pretrial Services & Probation Officer

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

*“Working Together,
Making a Difference,
Changing Lives”*

PROBATION STUDENT INTERN VACANCY #25-07

Duty Station: Akron, Cleveland, Toledo, Youngstown

Status: Part-Time Temporary
(Not to exceed one (1) year)*

Classification: CL 21

Salary Range*: \$25,681 – \$43,609

Posted: February 14, 2025

Reports To: Supervisory U.S. Pretrial Services & Probation Officer

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

Closing Date: *Open Until Filled. First consideration will be given to submissions received by **Friday, March 7, 2025.***

POSITION OVERVIEW:

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.*

DUTIES AND RESPONSIBILITIES:

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.
- Perform other administrative duties as assigned.

HOW TO APPLY

Applicants must submit ONE PDF document to apply@ohnd.uscourts.gov containing the following:

Subject of Email: VA 25-07

- Cover Letter
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Application for Federal Judicial Branch Employment found [HERE](#)

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

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Fitness center

QUALIFICATIONS:

(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 student 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 U.S. citizens or eligible to work without restriction in the United States.
- 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.
- 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.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.
- 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.

OTHER:

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 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.