

U.S. District Court
Northern District of Ohio
U.S. Pretrial Services & Probation Office
Career Opportunity
VA #19-24 (Revised)



POSITION TITLE: Student Intern
(Part-Time Temporary – Not to Exceed June 30, 2020)*
Up to two (2) positions may be filled.

REPORTS TO: Supervising Probation Officer

DUTY STATION: Cleveland, OH

CLASSIFICATION LEVEL: CL21
Salary based on experience (\$22,510-\$28,147)

OPENING DATE: November 21, 2019

CLOSING DATE: Open until filled. *First consideration given to applications received by December 20, 2019.*

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, three senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Pretrial Services & Probation Office has an immediate temporary opening for Student Intern in the Cleveland office. This position is not a law enforcement officer position but works closely with officers and specialists.

POSITION OVERVIEW

This position 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 (up to 24 hours/week). This is a temporary appointment which may be terminated at any time but not later than June 30, 2020. *This temporary appointment may be extended 120 days without further advertisement.

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

REPRESENTATIVE DUTIES

The incumbent performs administrative duties such as, but not limited to:

- 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.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS:

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the Court’s web site www.ohnd.uscourts.gov.

Due to the volume of applications received, the Court will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible.

HOW TO APPLY: Submit a *cover letter* which addresses your skills and experience, and how those skills and experience can contribute to the position. Also submit your *resume*, a *list of three (3) references*, *copy of your college transcripts*, and the *completed application form A078* which is available at the court’s web site <https://www.ohnd.uscourts.gov/careers>.

All documentation may be emailed to apply@ohnd.uscourts.gov. Reference VA19-24 Probation Student Intern. Questions can be directed to Human Resources at 216-357-7120.

**U.S. Pretrial Services & Probation Office
U.S. District Court, Northern District of Ohio
ATTN: Human Resources Department, #19-24
801 West Superior Avenue, Suite 1-115
Cleveland, Ohio 44113-1850**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER