



U.S. Probation Office Western District of Arkansas

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 22-USPO-04
POSITION: Pretrial Services Technician Student Intern
TYPE OF APPOINTMENT: Part-Time, Temporary
SALARY RANGE: CL 22
\$16.00 per hour
(Starting salary is dependent on experience)
POSITION LOCATIONS: Fayetteville, Arkansas
OPENING DATE: September 28, 2022
CLOSING DATE: Open Until Filled (preference to applications received by October 14, 2022)

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement, extend the closing date, withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice. This vacancy is open to all qualified applicants.

The U.S. Probation & Pretrial Services Office for the U.S. District Court for the Western District of Arkansas is currently accepting applications for part-time pretrial services student intern position. It is expected that intern will be selected to work in our Fayetteville location. The term of the appointment is six months up to a period of one year.

POSITION OVERVIEW

The incumbent may be asked to perform a variety of duties throughout the Probation Office. These may include entering documents into the office's case management system, greeting, and directing visitors to the Probation Office, copying, scanning, and organizing case files. Conduct records checks utilizing applicable databases. Send appropriate record requests and research each criminal charge and prior conviction pertaining to the offender/defendant being investigated. Send collateral request and review pretrial services bond reports. Assist U.S. Probation Officers in performing pretrial investigations, pretrial diversion, and some aspects of bond supervision functions. Attend pretrial proceedings with the U.S. Probation Officer for the purpose of observing defendants navigate through the entire Court services process. Perform other related duties as assigned.

QUALIFICATIONS

Applicants for this position must be able to deal effectively with the staff of the Probation Office and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function as a replacement worker for other workers in leave status. General computer and word processing skills, including a working proficiency in Microsoft Office products, are

required. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required at all times.

EDUCATION

To qualify applicant must be a high school graduate or equivalent. A currently enrolled in undergraduate or graduate student in an accredited social work, criminal justice, criminology, psychology, sociology, human relations program, or related field of study. Excellent written and verbal communication skills. Knowledge of proper grammar usage and ability to edit. Excellent organizational skills, attention to detail, and able to meet required deadlines. Exercise mature judgment, maintain strict confidentiality, and abide by the Code of Conduct for Judicial Employees. Ability to work in a team setting and interact appropriately with others while providing excellent customer service. Ability to work in a fast-paced environment and maintain concentration despite interruptions. Skill in using personal computers, and software applications, specifically scanners, copy machines, data entry, Microsoft Office 365, and Outlook.

HOURS

16 to 32 hours per week

CONDITIONS OF EMPLOYMENT

Employees of the United States Courts serve under "Excepted Appointments" and are considered "At-Will" employees. Federal Civil Service classifications or regulations do not apply. Applicants must be United States citizens or eligible to work in the United States. The person selected for this position will be required to submit fingerprints for an FBI background check. Retention depends upon a favorable suitability determination. All appointments also subject to mandatory electronic funds transfer. All employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available for review upon request.

APPLICATION REQUIREMENTS

Qualified applicants should submit a completed Judicial Employment Application (which can be found at: www.arwp.uscourts.gov) current resume, and cover letter describing the qualities that they would bring to the position of Student Intern. All documents should be combined and emailed as one PDF attachment. Please reference the vacancy announcement number in the subject of the email and address the cover letter to Ms. Mistee Aaron, Chief U.S. Probation Officer. Email your complete packet to: hr@arwp.uscourts.gov.

This position will be open until filled. Preference will be given to applications received by October 4, 2022.

U.S. Probation & Pretrial Services is an Equal Opportunity Employer