



# U.S. Probation Office Student Internship Opportunity

## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN PROBATION AND PRETRIAL SERVICES OFFICE

POSITION	POSITION OVERVIEW & REPRESENTATIVE DUTIES
<b><u>Student Intern (Part Time)</u></b> Announcement# 19-10	<p>The United States Probation &amp; Pretrial Services Office for the Western District of Michigan is currently seeking qualified applicants for the temporary, part-time position of <b>Student Intern</b>. This position will provide administrative, technical and clerical support to staff in a wide range of areas, including assisting probation officers with conducting investigations, compiling criminal histories, and coordinating information with collateral agencies. This is an excellent opportunity for students to develop professional skills while gaining practical, hands-on experience and exposure to the federal government. Our office currently employs approximately 50 employees and is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI. For further information on our agency, please visit our website: <a href="http://www.miwp.uscourts.gov">www.miwp.uscourts.gov</a>.</p> <p>This internship opportunity is a temporary, part-time when actually employed (WAE) position that will begin in January 2020 and last a minimum of 12 weeks, with the possibility of extension - not to exceed one academic school year. The student intern will work a WAE schedule (paid for hours when actually worked) based on the needs of office and school requirements (if applicable), generally between 20-32 hours per week. There are no employee benefits associated with the position.</p> <p>Under the supervision of an officer supervisor and/or mentor, the student may perform the following job duties:</p> <ul style="list-style-type: none"> <li>• Assist officers in collecting information for investigations and verifying documentation, including running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Investigate an offender's employment, sources of income, etc.</li> <li>• Assist officers with scanning case documents, conducting database searches, compiling information, and entering data and information in the probation office's database systems.</li> <li>• Conduct research using electronic databases, such as Westlaw and Lexis.</li> <li>• Assist officers with financial investigations (OPERA, Non-compliance notices, FLU letters for cases expiring with balance due).</li> </ul>
<b>OPENING DATE</b>	
August 30, 2019	
<b>CLOSING DATE</b>	
Position open until filled. Priority consideration will be given to those applicants who apply by September 30, 2019.	
<b>Internship Time Frame</b>	<p>The internship will last a minimum of 12 -16 weeks, with the possibility of extension – not to exceed one academic school year, commencing in early January 2020.</p>
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<b>LOCATION OF POSITION</b>	
Grand Rapids, MI (main office)	
<b>SALARY RANGE</b>	
CL 22 (When Actually Employed-WAE) Salary: \$13.05 -\$16.32 per hour, dependent on experience and qualifications.	
<b>AREA OF CONSIDERATION</b>	<p>Current students enrolled in an accredited undergraduate or graduate program.</p>
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## **Intern Duties Continued**

- Under the direction of an officer, assist with administrative monitoring and searches of seized computers or any electronic or data storage media device turned into the probation office.
- Assist in researching and developing community resources.
- Provide support duties to the probation office's Location Monitoring (LM) Team, including ordering, returning and maintaining location monitoring equipment inventory; adding and deactivating clients and entering daily schedules in the office's database systems; assisting with billing and co-payments for the LM program; monitoring the LM voice mail and e-mail accounts, and coordinating with defendants/offenders and the LM Specialist to approve schedules and resolve issues as directed.
- Assist with preparing and processing forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Proofread and edit documents for accuracy, proper grammar, and spelling for signature by officer, supervisor, or Chief Probation Officer.
- Observe court hearings and officer meetings with the offenders.
- Provide backup clerical/general office duties as needed by performing any of the following tasks: copy, scan, and distribute documents; process incoming/outgoing mail; send and receive faxes, answer telephones, and cover reception.
- Attend trainings approved by the supervisor.
- Assist staff with special projects.
- Perform other duties as assigned.

## **QUALIFICATIONS**

*Note: All qualification requirements must be met when the application is filed.*

### Minimum Requirements

- High school graduate or equivalent, at least 18 years old, and currently enrolled in an accredited college or university (preferably in senior year of undergraduate program or a graduate student; will accept junior undergraduate students with a strong academic record (2.8 or above) and advisor referral).
- Good academic standing with a cumulative GPA of 2.8 or higher.
- Ability to complete a minimum of one semester (at least 12 weeks).
- Ability to work 20-32 hours per week, not to exceed 32 hours per week (128 hours per month). Work hours will be established in accordance with office needs and individuals school program requirements, if applicable.
- Candidate may not have any prior failed internship placements (unless through no fault of the employee).
- Closely related field of study/major is preferred.

### Required Knowledge and Skills

- Skill in sorting, organizing, and filing documents. Ability to file/upload, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multi-task.
- Ability to learn and apply the court's policies, procedures, practices, and guidelines related to office administration, including those related to scanning legal documents. Ability to learn court operations and legal terminology. Ability to learn office, department, and organizational roles and responsibilities.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information. Ability to interact effectively and appropriately with a wide variety of people
- Skill in using standard office equipment (copiers, printers, scanners, etc.). Skill in use of personal computer and data entry. General knowledge of Microsoft Office Suite preferred.
- Ability to learn and adhere to the rules, regulations, policies and guidelines of the court and U.S. Probation Office, including the Code of Conduct for Judicial Employees and court/office confidentiality requirements. Ability to demonstrate sound ethics and judgment.
- Ability to work in a fast-paced, service-oriented environment that requires willingness to learn while managing multiple tasks and deadlines.
- Ability to work well in a collaborative, results oriented environment.

## OTHER CONDITIONS OF EMPLOYMENT

- Applicant must be a U.S. Citizen or eligible to work in the United States.
- More than one position may be filled from this announcement.
- The Court reserves the right to modify the conditions of this position announcement or to withdraw the vacancy announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- Candidates may be required to submit to position related testing as part of the screening process.
- Candidates must be willing to submit and successfully complete a federal background investigation. The investigation will include, but not be limited to a criminal history/driving records check; previous employment inquiries and reference checks; a credit check; and an FBI fingerprint check.
- This position is subject to mandatory direct deposit for payment of net pay.
- This is an at-will position and is not covered by federal service classifications or regulations.
- The probation office is not authorized to reimburse candidates for interview or travel expenses.
- The incumbent will become familiar with and abide by the general rules of confidentiality of all information.
- The Court requires the incumbent to adhere to a Code of Conduct, Charter of Excellence, and local Vision & Mission Statement.

## APPLICATION PROCEDURES

To be considered, qualified candidates must submit the following:

1. Letter of interest (cannot exceed two pages) that addresses your long-term goals, what you hope to learn from our office during the internship period, and how your knowledge, skills, abilities, and/or experience relates to the position requirements. The letter should also include available work hours and starting and ending dates of desired internship.
2. Copy of college/university intern program requirements (if applicable) on college/university letterhead.
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found at <http://www.miwp.uscourts.gov> (Employment) or at <http://www.uscourts.gov/services-forms/forms>.
4. Copy of undergraduate and, if applicable, graduate degree transcripts.
5. List of three professional references (non-related individuals) with current contact information.

To receive priority consideration, qualified applicants must email all required documents in one pdf document by 5:00 p.m. on September 30, 2019, to: [hr\\_probation@miwp.uscourts.gov](mailto:hr_probation@miwp.uscourts.gov). In the subject line of the email, indicate the vacancy announcement number (#19-10). Failure to submit a complete application packet will result in immediate disqualification. Incomplete application materials will not be returned, retained, or considered. All information provided by applicant is subject to verification. Due to the anticipated high volume of applications, we will only communicate with those qualified applicants who are selected to advance through the process.

*The Federal Courts are Equal Employment Opportunity Employers*