

**UNITED STATES PROBATION &
PRETRIAL SERVICES OFFICE
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Student Interns

POSITION TYPE: Full-Time Temporary (FTT), Excepted Service

ANNOUNCEMENT #: #16-01

LOCATION: Boston, Lawrence, Springfield, Taunton or Worcester, MA

CLASSIFICATION LEVEL: CL 21/1 (\$ 10.83 per hour)*

* Starting salary depending on experience and location

OPENS: January 15, 2016

CLOSES: Until Filled

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for full-time student intern positions. It is expected that interns will be selected to work in any of our five locations in Boston, Lawrence, Springfield, Taunton and Worcester, as needed. The term of the appointments are expected to extend for 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. Provide support to Probation Officers, as needed. Special projects, 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, a person must be a high school graduate or equivalent, some college preferred.

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours

Monday to Friday, 8:30 AM to 5:00 PM (Boston, Lawrence, Taunton and Worcester), 8:00 AM - 4:30 PM (Springfield). Some flexibility in start and end times, as approved by the Chief Probation Officer and Divisional Supervisors.

How To Apply

Submit a resume with cover letter and completed AO-78, Application for Federal Judicial Branch employment (dated 10/09) to:

**United States District Court
Attn: Susan Mohr, Human Resources Director
Student Interns - #16-01
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #16-01, Probation Student Interns** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

*Application forms (AO-78) are available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview. Applicants who do not submit all the requested materials as listed above may lose consideration for this position. The Federal Financial Management Reform Act requires direct deposit of federal wages.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER