

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

NOTICE OF VACANCY



POSITION TITLE: IT Student Intern

POSITION TYPE: Full-Time/Part-Time Temporary, Excepted Service

ANNOUNCEMENT #: USPO #22-02

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 22/1 (\$14.95 per hour)

OPENS: February 11, 2022

CLOSES: Open Until Filled
{Preference to those that apply by 3/4/22}

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 and/or part-time Student Intern positions on our IT team in Boston. The appointment(s) are expected to go through September 2022. Extension of the appointments, either on a full or part time basis, is possible based upon need and budget.

Position Overview

The incumbent may be asked to perform a variety of duties, depending on placement, which may include, but not be limited to: assisting the IT team with setting up computer hardware and peripherals, PC administration, installing and updating software, operating system upgrades, Help Desk calls, setup and deployment of iPhone devices, as well as assisting with special projects for the unit, as needed.

Qualifications

Applicants for this position must be able to deal effectively with U.S. Probation & Pretrial Services Office staff 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 approach and attire are required at all times. Commitment to public service. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Education

To qualify, a person must be a high school graduate or equivalent, some college preferred, especially in IT majors directly related to the work of the position.

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.

Benefits

A generous benefits package is available and includes the following:

- Paid federal holidays
- Paid sick leave

Plus, for appointments of at least 90 days:

- Paid annual leave

AND when scheduled to work at least 130 hours per month:

- Health benefits under the Federal Employees' Health Benefits Program (FEHB)

Hours

Hours of operation are Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Chief U.S. Probation Officer and Department Manager. Additional hours, as needed.

Candidates for employment will be required to follow the vaccination policy for the District of Massachusetts.

APPLICATION PROCESS:

Submit all of the following documents together **as one single PDF**:

1. A letter of interest of interest indicating why you are interested in being considered for this intern position
2. A current resume that includes the names and contact information for three (3) professional references
3. A completed AO-78, Application for Federal Judicial Branch Employment (version dated 2/2020);

Application packages will not be considered completed until ALL the items listed have been received by Human Resources. Submissions should be sent to:

**United States Probation & Pretrial Services Office
U.S. District Court, Massachusetts
Attn: Kristi Allard, Human Resources Director
Vacancy #22-02, Student IT Intern
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 #22-02, Student IT Intern** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov. The Application form (AO-78, version dated 12/21) is 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.

Selection Process

The most qualified applicants will be invited for one or more personal interviews with the court. Persons selected to interview will be required to travel to the interview location at their own expense.

Information For Applicants:

Employees of the U.S. 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. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. Probation & Pretrial Services Office 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. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

NO FAXES OR EMAIL PLEASE

EQUAL OPPORTUNITY EMPLOYER