

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

**NOTICE OF VACANCY**



**POSITION TITLE:** Student Contractor

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

**ANNOUNCEMENT #:** USPO #24-04

**LOCATION:** Springfield, MA

**CLASSIFICATION LEVEL:** CL 22 (\$17.13 - \$21.43 per hour)

**OPENS:** 4/10/2024

**CLOSES:** 4/26/2024

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The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for a temporary full-time and/or part-time Student Contractor positions. The Student Contractor provides support to the office located in Springfield. The appointment(s) will be for one year and a day. Extension of the appointments, either on a full or part time basis, is possible based upon need and budget.

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**Representative Duties:**

- Assist officers conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist in the operation of on-site substance abuse testing program. Record results of drug testing into PACTS and notify pretrial services officers. Maintain drug testing equipment, including oversight of supplies. Maintain all laboratory logs.
- Maintain contact with pretrial services officers to ensure all clients required to undergo urinalysis are tested.
- Provide administrative assistance to the Location Monitoring Officers.
- Assist Officers with administrative duties such as scanning, shredding, copying, filing, conduct database searches, chronological entries, etc.
- Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Process outgoing mail/receiving mail and routing to the appropriate staff member.
- Perform other duties as assigned.

**Qualifications**

- Ability to communicate effectively both orally and in writing.

- Skill in using personal computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.
- Flexibility in adapting workplace changes.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines, maintain tracking systems related to cases.
- Ability to maintain concentration despite interruptions.
- Ability to type.
- Good knowledge of office procedures, practices, and processes.
- Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- General knowledge of the criminal justice system and legal terminology.
- Fluency in Spanish is helpful, but not required.

### **Education**

To qualify, a person must be a high school graduate or equivalent. Applicant must be currently enrolled or completed an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study.

### **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:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Transit Subsidy Program

### **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.

### **APPLICATION PROCESS:**

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest of interest indicating why you are interested in being considered for this position
2. A current resume
3. A list of three (3) professional references and their current contact information; and
4. A completed AO-78, Application for Federal Judicial Branch Employment (submitted via applicant system);

**Information For Applicants:**

The District of Massachusetts is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. Probation & Pretrial Services Office 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**