

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF PENNSYLVANIA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW**

POSITION: Probation/Pretrial Student Intern
Part Time – Temporary (Not to exceed 1 year)

LOCATION: Scranton-Harrisburg-Williamsport PA Offices

STARTING SALARY*: Classification Level (CL) 22-1 (Harrisburg \$15.51/hr, Scranton-Williamsport \$15.21/hr)

CLOSING DATE: Open until filled. Applications received by November 29, 2024, will receive preference for Spring Semester 2025.

ANNOUNCEMENT NO: 2025 - 01

IMPORTANT NOTE:

This vacancy announcement will be used to fill positions in our U.S. Probation MD-PA offices. The specific duties assigned may change based upon the needs of the office.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

JOB SUMMARY:

The Probation/Pretrial Student Intern is an operational court support position. The Probation/Pretrial Student Intern provides technical, administrative, and clerical support to probation officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, and coordinating with collateral agencies. The Probation/Pretrial Student Intern will work on a part-time basis (up to 32 hours/week). This is a temporary appointment which may be terminated at any time but not later than one year.

REPRESENTATIVE DUTIES:

Assist probation/pretrial services officers with administrative duties such as scanning case documents, conducting database searches, compiling information, and entering data and information into the office's computerized database system.

Assist officers in collecting information for investigations and verifying documentation.

Assist with preparing and processing forms and documents, ensuring consistency and accuracy

among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies as directed to collect and record information to assist with investigations.

Perform backup clerical duties, including processing incoming/outgoing mail, photocopying, faxing, scanning and document delivery as required. Perform other administrative duties as assigned.

QUALIFICATIONS:

Currently enrolled undergraduate or graduate student in an accredited program in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study and must have a cumulative grade point average of 2.50 or higher.

Knowledge and proficiency in the use of Microsoft Office products

Excellent written and communication skills

Excellent organizational skills and attention to detail.

Exercise mature judgement and maintain strict confidentiality

Background Investigation

As a condition of employment, a criminal background check will be completed. A student internship will be denied if the background investigation reveals factors that compromise security or lead the investigator to determine that the student background characteristics may conflict with the Judicial Code of Conduct for employees.

Benefits

This is a When-Actually-Employed (WAE) Appointment. There is no predetermined work schedule. Work hours are determined by the student's school schedule and compensation is based on the actual hours worked. WAE appointments are excluded from retirement, health and life insurance coverage, tax deferred savings plans, vacation, and sick hours.

Reasonable Accommodation

If an applicant requires a reasonable accommodation for any part of the application process, please notify the Human Resources Specialist at (570) 207-5844.

How To Apply

Applicant packages must be received by email (singular PDF document), mail, or hand delivered to our Scranton, PA office.

United States Probation Office
Attention: Office of Human Resources (Job Announcement # 2025 - 01)
235 North Washington Avenue
P.O. Box 191
Scranton, PA 18501

Email Application to: PAMPML_HR@pamp.uscourts.gov

To be assured consideration for this position, all required documents listed below must be included in your application package. You must reference the vacancy announcement number in your letter of application.

1. Letter of application that describes your interest in pursuing this position;
2. Completion of the form AO-78-Federal Judicial Branch Application of Employment; The application can be accessed at:
https://www.pamp.uscourts.gov/sites/pamp/files/AO_078.pdf
3. Résumé with three references.

Please note the following information:

- » The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.
- » Candidates progressing beyond the initial interview phase may be tested for eligibility.
- » Only applicants who are interviewed in person will receive a written response regarding their application.
- » The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants.

Posting may be viewed at:
<http://www.pamp.uscourts.gov/career-opportunities>

The United States Probation Office is an Equal Opportunity Employer