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U.S. PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

STUDENT TRAINEE / INTERN

ANNOUNCEMENT NUMBER: USPO 23-02

ANNOUNCEMENT DATE: August 14, 2023

CLOSING DATE: Open until filled.

SALARY RANGE: CL 21 - \$27,057 - \$43,997 (Salary commensurate with experience plus 2.01% COLA)

EMPLOYMENT TERMS: WAE – When Actually Employed / Temporary

LOCATION: Anchorage, Alaska

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office for the District of Alaska is seeking one or more Student Trainees / Interns.

The Student Trainee will be provided exposure to the Federal Court system and a comprehensive view of the U.S. Probation and Pretrial Services system. The trainee will work alongside probation officers and other court staff, learning many of the duties and responsibilities of a U.S. Probation Officer, and will primarily provide office support and assistance for the administrative functions of the office. The specific assignment depends on the skills and qualifications of the successful candidate.

REPRESENTATIVE DUTIES - Assist officers in performing investigations and verifying background information concerning defendants/persons under supervision charged with federal offenses.

Ability to consistently demonstrate sound ethics and judgment.

Knowledge of and compliance with, [The Code of Conduct for Judicial Employees](#) and court confidentiality requirements.

Under direct supervision, interact with defendants/ persons under supervision involved in the federal court system.

Assist officers with administrative duties such as scanning case documents, conducting automated database searches and entering chronological records.

Provide administrative assistance to managers, supervisors, and other staff as required.

Manage the chain of custody of urinalysis testing materials. Maintain paper and computerized records of urinalysis results and inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.

Manage the reception area duties including but not limited to greeting visitors and clients in person and on the telephone, answering routine questions, directing visitors and callers to the appropriate person, department, or agency.

CONDITIONS OF EMPLOYMENT:

- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered “at will” employees and are not subject to the employment regulations of competitive service.
- Position is subject to mandatory participation of electronic salary payments (i.e. direct deposit).
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The court reserves right to modify the conditions of this job announcement, or may withdraw the announcement, without prior written or other notice.

MINIMUM QUALIFICATIONS - Applicants must be a U.S. citizen or foreign national eligible for federal employment.

Applicants must be currently enrolled or accepted for enrollment in an undergraduate or graduate program at an accredited college or university on a full or half time basis.

Applicants must have a grade point average of 2.0 or higher on a 4.0 scale. If selected, you must maintain your grade point average throughout the duration of your position.

Applicants must successfully pass a background investigation.

Applicants must be able to work a minimum of **24 hours** per week. **This position has flexible hours that accommodates class schedules.**

PREFERRED SKILLS –

- Possess excellent written, communication and organizational skills.
- Computer skills - knowledge and proficiency in the use of Microsoft Office
- Exercise mature judgment and maintain strict confidentiality.
- Work under strict deadlines in a fast-paced environment
- Interact with a variety of people tactfully and courteously, both in person and on the phone
- Attention to detail.
- Self-motivated and flexible

WAE - This is When Actually Employed (WAE) Appointment. There is no pre-determined work schedule and compensation is based on the actual hours worked. WAE employees may not exceed 80-hours per pay period. When Actually Employed (WAE) Appointments are excluded from health and life insurance coverage, retirement, Thrift Savings Plan (TSP), leave accrual and supplemental benefits. Length of appointment is based on student status and funding.

APPLICATION PROCESS - Qualified candidates must submit the following:

- Cover letter detailing your qualifications and preferred skills.
- Resume.
- College transcripts, official or unofficial.
- Three references including a college professor.
- **Complete and signed [Form AO 78 - Application for Judicial Branch of Federal Employment](#)**

Email your application packet as one PDF document to: HR@akd.uscourts.gov and reference your name and the vacancy announcement USPO 23-02 in the email subject line. Incomplete packets will not be considered.