



## UNITED STATES PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

### VACANCY ANNOUNCEMENT

<b>Position Title:</b>	<b>Student Trainee / Intern</b>
<b>Terms of Employment:</b>	Part-Time Temporary / NTE / WAE – When Actually Employed <i>Not to exceed 9/30/2024 and may be extended without further competition. More than one position may be filled with this announcement. This is not a remote position.</i>
<b>Position Location:</b>	Anchorage, Alaska / Fairbanks, Alaska
<b>Announcement Number:</b>	USPO 24-03
<b>Salary:</b>	CPS CL 21 (\$28,470 - \$46,285) plus 1.69% COLA <i>Salary is dependent on experience and qualifications.</i>
<b>Announcement Date:</b>	February 28, 2024
<b>Closing Date:</b>	Open until filled, initial review date March 10, 2024

### POSITION OVERVIEW

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.

The United States Probation and Pretrial Services Office for the District of Alaska is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

### REPRESENTATIVE DUTIES

- Assist officers in performing investigations and verifying background information concerning defendants/offenders charged with federal offenses.
- Under direct supervision, interact with defendants/offenders involved in the federal court system.
- Assist officers with administrative duties such as scanning case documents, conducting automated database searches and entering chronological records.
- Knowledge of and compliance with, [The Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Provide administrative assistance to managers, supervisors, and other staff as required.
- Perform backup clerical duties, including processing incoming/outgoing mail, photocopying, faxing, and document delivery, as required.
- Attend meetings and training as required.
- Other duties as assigned.

## PREFERRED SKILLS

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

## CONDITIONS OF EMPLOYMENT

- 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 adhere to the general guidelines of a U.S. Probation Officer (i.e. dress code, code of conduct, etc.).
- This position has flexible hours that accommodates class schedules. Applicants must be able to work a minimum of 20 hours and not more than 32.5 hours per week during the first 90 days.
- Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court.

**WAE:** This is a 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.

**EMPLOYEE BENEFITS:** WAE Appointments are excluded from retirement, health, and life insurance coverage, Thrift Savings Plan (TSP), leave accrual, and supplemental benefits.

## HOW TO APPLY

Applicants must email the following items in a **single PDF document** to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov) in the following order:

- Cover letter explaining your interest in pursuing this position and detailing your experience, preferred qualifications.
- Chronological resume.
- Three professional references.
- Completed application [Form AO78 - Application for Judicial Branch Federal Employment](#)
- Title the email and pdf document as: **Last Name, First Name, USPO 24-03 Student Trainee**

*This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. 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 or an offer of employment, or dismissal after being employed. The United States District Court for the District of Alaska is an Equal Opportunity Employer*