



## *Notice of Career Opportunity*

### *U.S. Probation and Pretrial Services Office Western District of Pennsylvania*



**Position Title:** Student Intern  
**Vacancy Number:** 24-02  
**Opening Date:** January 10, 2024  
**Closing Date:** Open until filled  
**Duty Stations:** Pittsburgh, PA  
More than one position may be filled  
Salary: CL 22 (\$15.73 hourly) PIT

**First consideration given to applications received by February 19, 2024.**

### **Probation and Pretrial Services Office**

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 80 employees including probation officers and administrative support staff. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices in Erie and Johnstown.

### **Mission Statement**

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

### **About the Position**

The United States Probation Office for the Western District of Pennsylvania is currently accepting applications for part time Pretrial Services Technicians (Student Interns). This position will be filled as permitted by budgetary constraints. The Pretrial Services Technician provides support to the office at the headquarters location in Pittsburgh, Pennsylvania. More than one position may be filled by this posting.

### **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 officers with running criminal record checks through local and national databases and files, as well as conducting inquiries with collateral agencies. Investigate an offender's employment, sources of income, etc. Conduct database searches, compile information, and enter data/information in the probation office's database systems.
- Assist with preparing and processing reports, forms, and documents, ensuring consistency and accuracy among forms, reports, and other paperwork. Proofread and edit documents for accuracy, proper grammar, and spelling for signature by officer or superior.
- Observe court hearings and officer meetings with persons under supervision.
- Perform other duties as assigned.

## **Qualifications**

- The student interns will always conduct themselves in a professional manner. This includes respecting confidentiality, issues of punctuality, appearance, attendance, and providing appropriate feedback to the learning experience.
- Applicant must be a high school graduate or equivalent.
- Applicant must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided.
- Ability to communicate effectively both orally and in writing.
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail, and web searches, etc.
- Demonstrate strong attention to detail.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines and maintain tracking systems related to cases.
- Possess extensive knowledge of proper grammar usage and the ability to edit efficiently.
- Possess general knowledge of the criminal justice system and legal terminology.

## **Preferred Skills**

- Ability to organize and prioritize duties as assigned.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to exercise impartiality and discretion with people under supervision and their family/support system.
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others.
- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.

## **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.

## **How to Apply**

Applicants who meet all qualifications must submit the following items in PDF format online at: <https://www.pawp.uscourts.gov/careers>

- Letter of interest
- Detailed resume including education and employment history
- Application for Judicial Employment (AO78)

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> in a fillable format. Please type or print all information, sign, and date forms where indicated. Incomplete packets will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

## **Disclosures**

- Applicants must be a United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- Qualified applicants selected may be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.
- This Court is an Equal Opportunity Employer