



United States Probation and Pretrial Services District of Alaska

U.S. Probation and Pretrial Services Student Trainee

Announcement Number USPO 19-04
Announcement date September 9, 2019
Closing Date Open Until Filled
Salary Range Student Trainee, Part-Time – When Actually Employed (WAE) Position, CL 21 (\$23,603 to \$29,502) depending on experience, plus 3.27% COLA. More than one position could be filled from this posting. This position is not to exceed September 30, 2020.
Location Anchorage, Alaska

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.
- All other duties as assigned.

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 adhere to the general guidelines of a U.S. Probation Officer (i.e. dress code, code of conduct, etc.).
- Applicants must be able to work 24 hours per week with a flexible schedule that accommodates class schedule.

Preferred Skills

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

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: Qualified candidates must submit a cover letter, resume, [Application for Judicial Branch Federal Employment, form AO 78](#), college transcripts, and a letter of recommendation. The cover letter should be addressed to Ms. Rhonda Langford Taylor, Chief U.S. Probation Officer, and detail your specialized experience and preferred skills.

Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered. Attachments should be submitted as Microsoft Word or Adobe Acrobat.pdf documents, **one consolidated pdf document is preferred**, to HR@akd.uscourts.gov.

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