Position Title: U.S. PROBATION OPERATIONS SUPPORT INTERN
(This is a Full-Time, When-Actually-Employed, Non-Hazardous Duty position. More than one position may be filled.)

Term of Internship: Through September 30, 2018, with potential appointment extension based on performance and budget. (Work Schedule Determined Upon Appointment) *This is a temporary position with no benefits.

Classification Level: CL 21, Step 32 ($13.53/per hour)
Salary Schedule, Table RUS

Position Location: There are three offices within the Eastern District of Arkansas: Pine Bluff, Jonesboro, and Little Rock. This position will be located in the Little Rock office.

Opening Date: Monday, April 16, 2018

Closing Date: Monday, April 30, 2018 (or until filled*)
*Preference will be given to applications submitted by Monday, April 30, 2018.

Position Overview:

The U.S. Probation Operations Support Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Intern(s) will provide operational support for the probation office and learn some of the duties and responsibilities of a pretrial/probation officer. Primary job duties will include:

- Assist with answering the phone lines and responsible for front desk procedures (i.e. mail, deliveries, etc.)
- Perform administrative duties such as scanning, shredding, copying, filing, conducting database searches, chronological entries, etc.
- Run reports such as Failure to Appear (FTA), monthly specimen testing, ACIC/NCIC, and AO Court Connect.
- Perform collateral investigations, including researching retrieving, and verifying demographic information and completing correspondence in guidelines format.
- Retrieve and verify criminal history information for pretrial and presentence investigations.
- Enter and maintain accurate data in the automated case tracking system (PACTS), including scanning of confidential case files and uploading files to the related case.
- Review and validate treatment services invoices for services rendered. Ensure accuracy when processing invoices. Distribute invoices to the appropriate party within set timelines.
- Accept goods and services procured by the court unit, and sign appropriate documentation as verification.
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Eastern District of Arkansas  
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- May conduct and observe urine specimen process with offenders/defendants of the same gender.
- Assist officers with low intensity caseload by verifying compliance, completing case review, and administering travel passes, as needed.

**Qualifications:**

- Must have a high school diploma
- Must be at least 18 years of age
- Basic computer skills
- Detail-oriented

**Preferred Skills & Qualifications:**

- Currently enrolled in a college/university
- College degree in Criminal Justice, Social Work, Psychology, Business, or related field.
- Proficiency in Microsoft Office

**Desirable Characteristics:**

Our organization is looking for happy (positive outlook and want to serve others), helpful (fully involved, self-starter who utilizes skills independently and interdependently), curious (embraces learning to be an expert in our changing field), accountable, and to be good to great at what you do.

**Conditions of Employment:**

Applicants must be a U.S. Citizen or eligible to work in the United States. As an employee of the U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas, new hires are required to undergo a background investigation. The Probation and Pretrial Services Office will complete an investigation of criminal record, motor vehicle record, credit report, and employment verification.

**Disclosure Statement:**

Please disclose the name(s) of relative(s) or a close associate(s), who has been or who is currently a defendant or an offender in the federal, state, or local probation or parole system. Explain his/her relationship to you. Please disclose any circumstance, situation, or information in your background that may be relevant to the consideration process, including, but not limited to, criminal history or financial history. The disclosed information will not automatically preclude you from employment. This information will, however, be considered in order to determine your suitability for the position.
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Please submit the information to G. Edward Towe to be evaluated. Please provide specific details including dates. Submit this confidential information directly to G. Edward Towe, Chief United States Probation and Pretrial Services Officer, 600 W. Capitol Avenue, Suite A226, Little Rock, Arkansas, 72201. Do NOT include your confidential letter with your application documents. Please write ‘CONFIDENTIAL’ on the envelope and the letter. It is your responsibility to fully disclose all information.

Application Procedures:

Applicant packets will not be considered complete until all of the items listed above have been received by Human Resources. Please submit the following documents:

- A cover letter which includes a narrative statement as to why you are interested in learning about the Probation and Pretrial Services Office and your relevant qualifications and/or experience.


- Copies of OFFICIAL college transcripts. If you order a transcript to be sent directly to the U.S. Probation & Pretrial Services Office, please state so in your cover letter.

Access and download the complete position description, the employment application, and this job vacancy announcement by visiting the careers page at http://www.arep.uscourts.gov.

Electronically transmit your application documents to arepdb_humanresources@arep.uscourts.gov.

You may also forward a hardcopy of your application documents by postal mail to the address that is provided below.

Margaret Hoskyn, Administrative Assistant  
U.S. Probation and Pretrial Services Office  
600 West Capitol Avenue, Suite A226  
Little Rock, Arkansas 72201

Application documents must be received no later than 5:00 p.m. Monday, April 30, 2018. Facsimiles will not be accepted.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement or to fill the position earlier than the closing date, any of which actions may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select from the original qualified applicant pool.

An Equal Employment Opportunity Employer