

United States Probation and Pretrial Services Office
Eastern District of Arkansas
Revised Job Announcement Number: 2016-05

- Position Title:** **PRETRIAL 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, 2016
(Work Schedule Determined Upon Appointment)
**This is a temporary position*
- Classification Level:** CL 21, Step 32 (\$13.09/per hour) Salary Table - Rest of the United States
- 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:** Tuesday, May 3, 2016
- Closing Date:** Friday, May 20, 2016 (or until filled*)
**Preference will be given to applications submitted by Friday, May 20, 2016*

Position Overview:

The Pretrial Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will work with pretrial officers, learn many of the duties and responsibilities of a pretrial/probation officer, and will primarily provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Assist officers with administrative duties such as scanning, shredding, copying, filing, conducting database searches, chronological entries, etc.
- Assists officers in performing investigations of all types for the office and other districts. Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports and social history information, as needed.
- Assist with answering the phone lines.
- Retrieves and verifies criminal history information.
- Enters and maintains accurate data in the automated case tracking system (PACTS).
- Scans confidential case files and will assist with reorganization of the case file room.
- Performs other duties as assigned.

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Qualifications:

- Must have a high school diploma
- Must be at least 18 years of age
- Must be able to lift file boxes that could exceed 10lbs
- 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

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 records, credit reports, and employment checks.

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.

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.

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Application Procedures:

Applicant packets will not be considered complete until all of the items listed 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.
- Detailed Resume
- Judicial Branch Federal Employment Application (AO-78), which is available from the U.S. Probation & Pretrial Services Eastern District of Arkansas website: www.arep.uscourts.gov.
- Copies of OFFICIAL college transcripts. If you order transcripts 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 Friday, May 20, 2016. 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

Job Title	Student Intern	CL-21
Occupational Group*	Operational Court Support	

Job Summary

This position is located in the Eastern District of Arkansas, United States Probation & Pretrial Services Office. It is a non-hazardous duty position. Student Interns serve as support to officer and clerical staffs in all aspects of Pretrial functions including preparation of bail reports and other investigative reports, and/or case management under the guidance and direction of a Presentence Officer or Supervisor.

Representative Duties

- Assist officers with administrative duties such as scanning, shredding, copying, filing, conducting database searches, chronological entries, etc.
- Assists officers in performing investigations of all types for the office and other districts. Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports and social history information, as needed.
- Assists with answering the phone lines and responsible for front desk procedures.
- Retrieves and verifies criminal history information for collateral requests and presentence investigations.
- Provide general case management and clerical office support duties.
- Enters and maintains accurate data in the automated case tracking (PACTS).
- Scans confidential case files and will assist with the reorganization of the case file room. Conduct and observe urine specimen process with offenders/defendants of the same gender. Perform these duties while observing necessary safety precautions implemented by the office.
- Serve as backup for maintenance of the urinalysis program, including supplies, testing equipment, testing schedules and laboratory organization. Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website. Report all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting Systems (SIRS).
- Serves as backup for vendor billing reconciliation, opening/closing/updating information into computerized records, including PACTS on low intensity cases. Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports and conduct case file reviews and advise supervisor of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives.
- Performs other duties as assigned.

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Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Administrative Management

- Skill in properly referring/routing telephone calls and hand-deliver documents/materials. Ability to file and knowledge of filing requirements. Skill in spelling and grammar. Ability to follow detailed instructions and multitask. Ability to organize own work.

Court Operations

- Knowledge of roles and responsibilities of the pretrial services staff in order to properly refer documents.
- General knowledge of the criminal justice system.
- Ability to effectively communicate with a variety of people.
- Skill in using computers and software for email, report generation and investigative checks.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds, including law enforcement personnel, attorneys, defendants, and the general public. Ability to provide customer service and information while complying with regulations, rules, and procedures.

Information Technology

- Ability to use computers, software, and keyboarding for data entry, form preparation, and email. Ability to use standard office equipment (telephone, copiers, fax machines, etc.). Ability to learn how to use automated/internet systems for conducting criminal records checks and case tracking.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to contribute to the mission and vision of the organization by assisting Pretrial officers. The incumbent's work affects the timeliness and accuracy of reports and contributes to the total office function permitting officers to be efficient and effective in their daily court operations. Errors in judgment or discretion can lead to incorrect or improper information being disseminated.

Factor 3 – Complexity and Decision Making

Assisting officers in meeting the required deadlines and maintaining concentration with continuous interruption is a demanding aspect of the job. The incumbent will work with a number of officers with different requirements and or specialties which adds to the complexity. Work is performed under the direction and guidance of officers and supervisors and within the range of well-defined policies, standards, and procedures.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are other Pretrial Services staff and other court unit staff for the purpose of conducting research and maintaining accurate and up-to-date information in case files.

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Factor 4B – Interactions with External Contacts

The primary external contacts are employees of collateral agencies, local law enforcement offices, attorneys, and outside agencies to receive and transmit information. The incumbent may also have limited contact with defendants.

Factor 5 – Work Environment and Physical Demands

Work is generally performed in an office setting. While assisting an officer, the incumbent may have contact with persons with violent backgrounds. These contacts occur in a generally controlled office setting with an accessible duress alarm system.

*Occupational Group:

- Operational Court Support Positions = **O**
- Administrative Court Support Positions = **A**
- Professional Administrative Positions = **PA**
- Professional Line Positions = **PL**