UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 23-2 (Hattiesburg)

Position:	Pretrial Services Student Intern
Location:	Hattiesburg, MS
Closing Date:	Open Until Filled - applications received by 03/20/2023 will receive priority consideration. Multiple positions may be filled from this vacancy announcement.
Salary:	$16.92 per hour/bi-weekly (Pay Plan CL Grade 22 Step 17)
Type of Appointment:	Part-time Temporary 20 hours per week (*Not to exceed 09/30/2023).* This is a When-Actually-Employed (WAE) Appointment. There is no pre-determined work schedule. Work hours are determined by the student's school schedule and compensation is based on the actual hours worked.
Application Procedure:	Applicants should submit a Federal Judicial Branch Application for Employment Form AO78 in its entirety (including "Optional Background Information"), which can be found at https://www.mssp.uscourts.gov, cover letter, and resume by email (PDF format) to: mssp_jobs@mssp.uscourts.gov with **Announcement 23-2 Pretrial Services Student Intern** (**Hattiesburg)** in subject line.

Job Summary: Pretrial Services Student Interns perform administrative duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports, and greeting visitors or clients.

Representative Duties: The following are intended to provide generalized examples of major duties and responsibilities of this position.

- Perform receptionist duties by greeting visitors or clients in person and on the telephone, answering routine questions, and directing visitors or callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding,

formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.

- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain staff calendars.

Required Education/Experience: Minimum requirements are high school diploma or equivalent. Currently enrolled as a part-time or full-time student pursing a 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. Knowledge and experience with Windows and standard software applications such as word processing, spreadsheets, electronic mail and web searches, etc.

Conditions of Employment: Applicants must be citizens of the United States of America or be eligible to work in the United States with a valid driver's license or state identification. A background investigation with law enforcement agencies, including fingerprint and criminal records checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Some local travel may be required. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. Employees are required to adhere to a Code of Conduct which is available upon request. Incumbent may have contact with persons with violent backgrounds.

Benefits: The U. S. Probation Office falls within the Judicial Branch of the U. S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. When-Actually-Employed (WAE) Appointments are excluded from retirement, health, and life insurance coverage, tax deferred savings plans, vacation and sick hours.

Application Information: Applicants must submit (1) A Federal Judicial Branch Application for Employment Form AO 78 in its entirety (including "Optional Background Information), which can be found at https://www.mssp.uscourts.gov, (2) a resume and (3) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent via e-mail to mssp_jobs@mssp.uscourts.gov with **Announcement 23-2 Pretrial Services Student Intern (Hattiesburg)** in subject line. E-mailed documents must be in PDF format. The position is open until filled; applications received by 03/20/2023 will receive priority consideration.

Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

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