



The United States District Court
for the Northern District of Iowa
Announces an Internship Opportunity at the
United States Probation & Pretrial Services Office

Position: Pretrial Services Student Intern VA 24-01

LOCATION: Cedar Rapids and/or Sioux City, Iowa

Salary: To be determined; salary is dependent on budgetary constraints; opportunity may be limited to workplace experience only

OPENING DATE: March 14, 2024

CLOSING DATE: Open until filled

Note: An applicant who applies after the dates listed or within the time period that the announcement is posted on <https://www.ianp.uscourts.gov> may be fully considered up to the time that the position(s) are filled.

The U.S. Probation and Pretrial Office for the Northern District of Iowa Office seeks a highly motivated, responsible, detail-oriented student for an immediate temporary opening for Student Intern in the Cedar Rapids and/or Sioux City office. This position is not a law enforcement officer position but works closely with officers and administrative staff.

This is an entry level position located in the United States Probation Office for the Northern District of Iowa. The Student Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation and pretrial system. The Student Intern provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, and coordinating with collateral agencies. The Intern will work up to 40 hours per week. This temporary appointment and may be terminated at any point or extended without further advertisement.

POSITION SUMMARY:

- Assist probation/pretrial services officers with administrative duties such as scanning case documents, conducting database searches, compiling information, and entering data and information into the office's computerized database system.
- Assist officers with urine specimen process (same gender clients), testing and maintain appropriate records and documentation.
- Assist officers in collecting information for investigations and verifying documentation.
- Assist with preparing and processing forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies as directed to collect and record information to assist with investigations.
- Perform backup clerical duties, including processing incoming/outgoing mail, photocopying, faxing, scanning and document delivery as required. Perform other administrative duties as assigned.

QUALIFICATIONS

(Qualifications must be met at the time of application and may be reassessed throughout incumbent tenure)

- Applicant must be currently enrolled as a part-time or full-time student pursuing an under graduate 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.
- U.S. citizen or eligible to work in the United States
- Knowledge and proficiency in the use of Microsoft Office products
- Excellent written and communication skills
- Excellent organizational skills and attention to detail.
- Exercise mature judgement and maintain strict confidentiality.

ADDITIONAL INFORMATION:

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

A successful background check (which includes fingerprints and a satisfactory drug test) is required for this position. The probation office may complete an investigation of criminal records, motor vehicle records, credit reports and employment checks. Certain background information may preclude a candidate from being selected, or may be discussed if granted an interview.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers.

The selectee will work closely with their supervisor (and mentor, if assigned) to become acquainted with office policies, receive proper exposure and training to the functions of the assigned position, and become generally acclimated to the U.S. Courts.

This position is subject to mandatory electronic funds transfer for payment of net pay.

SUMMARY OF BENEFITS:

This position is considered a temporary, intermittent appointment. Benefits will vary based on whether the position is paid or unpaid. Paid positions will be based on the actual hours worked and may not exceed 40 hours per week (80 hours per pay period). Paid employees appointed for less than 90 days are not eligible to participate in the Federal Employee Health Benefits (FEHB) program. Unpaid interns/volunteers are not eligible for benefits.

This position does include:

- On-site wellness room and emphasis on self-care
- Flexible schedule options
- Parking options
- A great team environment that values diversity!

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to HR@IANP.USCOURTS.GOV

Subject of Email should read: **VA24-01 US Probation Student Intern**

ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of the position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment, accessed at: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references;
4. Letter of recommendation from college professor or academic advisor

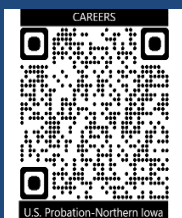
The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@ianp.uscourts.gov. Applicants may view the district's Employment Dispute Resolution (EDR) Plan on our website at <https://www.ianp.uscourts.gov/>.

Judiciary employees serve under excepted appointments and are considered "at will" employees which can be terminated with or without cause by the Court. All court employees are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee and is available to view here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.



***THANK YOU FOR CONSIDERING
THE NORTHERN DISTRICT OF IOWA
UNITED STATES PROBATION OFFICE
FOR YOUR INTERNSHIP!***