



UNITED STATES PROBATION AND PRETRIAL SERVICES

District of Minnesota

CAREER OPPORTUNITY

Open Date: March 19, 2021

Closing Date: Open until filled. Preference given to applications received by Friday, April 9, 2021, at 5:00 p.m. Central Time.

Area of Consideration: Open to all applicants.

POSITION DESCRIPTION

Position Title: Student Contractor

Vacancy Number: 2021-07 (Amended)

Vacancies and Type: Full-time. Temporary. More than one position may be filled by this vacancy announcement.

Location: Minneapolis, MN

Classification and Salary Range: CL-21 \$24,144 to \$39,253

THE DISTRICT

[United States Probation and Pretrial Office, for the District of Minnesota](#), is headquartered in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION

Explore the field of Federal Probation and Pretrial Services by assisting officers with conducting investigations, verifying background information, and providing administrative assistance to the Location Monitoring, and Drug/Alcohol/Mental Health Specialists.

The [United States Probation and Pretrial Office, for the District of Minnesota](#), is currently accepting applications for a **full-time** temporary **Student Contractor**. The Student Contractor provides support to the office at the Minneapolis location. More than one position may be filled by this posting. This position will be filled as permitted by budgetary constraints. **The duration of this appointment is one year and one day.** *This is not a summer internship.* The District of Minnesota may extend the temporary appointment, not exceeding a total of four years.

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REPRESENTATIVE DUTIES

- Assist officers with conducting investigations and verifying background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist officers with administrative duties such as filing and scanning of case documents, data entry within applicable case management systems, facilitate automated database searches (including criminal records review), and chronological entries.
- Provide administrative assistance to the Location Monitoring and Drug, Alcohol, and Mental Health Specialists.
- Assist in the research and recording of resources for posting on social media, internet, and/or intranet websites.
- Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Assist in the processing of outgoing mail/receiving mail and routing to the appropriate staff member.
- Comply with the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Demonstrate sound ethics and judgment. Handle confidential information in a careful and deliberate manner.
- May perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or equivalent.
- Basic computer skills, including proficiency in the Microsoft Office Suite of products.
- Excellent oral and written communication skills.
- Must be a U.S. Citizen or eligible to work in the United States.

PREFERRED QUALIFICATIONS

- Prior work or internship experience.
- Experience with audio-visual and social media content development.
- Academic fields of study: criminal justice, criminology, psychology, sociology, human relations, business or public administration.
- Preference will be given to students who are currently attending undergraduate or graduate school.
- Overall "B" grade point average (2.90 or better on a 4.0 scale).



CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the Court.

Prior to appointment, an applicant considered for this position must successfully complete a background investigation.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Health, life, dental, vision, and long-term care insurance plans.
- On-site fitness center.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Federal Student Loan Forgiveness eligibility.

Employees of the U.S. District Court are not classified under Civil Service.

APPLICATION INFORMATION AND PROCESS

To be considered for this position, all application materials must be submitted using the provided online application system and must include the following:

1. A cover letter describing your interest in this position and how you plan to apply your degree in the future.
2. Resume outlining educational background, employment history, and other relevant information.
3. A completed on-line application; and
4. An unofficial copy of academic transcripts.

Applicants who applied for this position with the original posting date of March 5, 2021 will automatically have their applications forwarded to this announcement.

Only the best qualified candidates will be invited for interviews. Due to COVID-19, interviews may occur via Zoom. If travel is required for the interview, applicants must travel at their own expense. The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

The U.S. District Court is an Equal Opportunity Employer

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