



# CAREER OPPORTUNITY

## U.S. PROBATION DEPARTMENT, EASTERN DISTRICT OF MICHIGAN

### PART-TIME/TEMPORARY STUDENT INTERN

The Theodore Levin  
United States  
Courthouse

231 W. Lafayette Blvd.  
Detroit, MI 48226

[www.miep.uscourts.gov](http://www.miep.uscourts.gov)

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Vacancy Number:**  
22-07

**Posting Date:**  
January 18, 2022

**Closing Date:**  
January 31, 2022

**Duty Station:**  
Detroit, Flint, or Bay City,  
MI

**Classification Level:**  
CL 21

**Part-Time Starting  
Hourly Salary Range:**  
\$12.16—\$15.21

**Number of Positions  
Available:**  
Multiple

**Position Term:**  
120 Days  
Not to exceed 30 hours  
per week

**Position Open to:**  
All qualified candidates

#### **The Mission of the Probation Department:**

The United States Probation Department for the Eastern District of Michigan is a component of the United States Courts. The department is responsible for community corrections. We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts. We are dedicated to enforcing Court ordered sanctions, minimizing risk to the public, and providing clients with the opportunity for correctional treatment.

#### **How a Student Intern Supports the Mission:**

The Student Intern contributes to the daily operations of the office by providing administrative, technical, and clerical support to staff, which may include assisting officers monitor caseloads and with their investigations by compiling criminal histories and coordination information with collateral agencies. The Student Intern will work on a part-time (up to 30 hours/week) and will report directly to a Supervising U.S. Probation Officer or designee. This is a temporary appointment, which may be terminated at any time, but not later than July 13, 2022. This temporary appointment may be extended 120 days without further advertisement.

Work is performed in an office setting, where persons with violent backgrounds are usually present. Occasional travel within the District may be required.

#### **Representative Duties**

- Assist officers with administrative duties such as scanning case documents, conducting database searches, compiling information, and entering data and information in the office's computerized database system.
- Assist officers with urine testing and processing (same gender clients), to include updating/maintaining appropriate records and documentation.
- Meet with clients in an office setting, assisting officers as needed with monitoring a caseload.
- Attend court hearings with officers.
- 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.

#### **Required:**

- High school graduate or equivalent
- Previous internship experience with the U.S. Probation Department in the Eastern District of Michigan.



# CAREER OPPORTUNITY

## U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

### PART-TIME/TEMPORARY STUDENT INTERN

#### **Preferred:**

- Currently enrolled undergraduate or graduate student in an accredited program with a cumulative grade point average of 3.0 or higher
- Knowledge and proficiency in the use of Microsoft Office products

#### **Conditions of Employment:**

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation.

#### **Procedures for Applying:**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume and completed application (**download from the Court website and include entire professional work history, adding additional pages if necessary**) to "Charlene\_Hall@mied.uscourts.gov" by closing date. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Candidates selected for an interview will be required to take Cognitive Aptitude and Employee Personality Profile testing. The interview and test results will be considered when selecting the successful candidate.

#### **Local Benefits\*:**

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums, and the Detroit River Walk

*\*when/where available*

#### **National Benefits:**

Generous Paid Time Off Program	Paid Holidays (When Applicable)
Employee Assistance Program	Work Life Services
Virtual Judiciary Online University	

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.*

*All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*