



**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF WEST VIRGINIA
VACANCY ANNOUNCEMENT**

POSITION: PROBATION INTERN

DUTY STATION: Wheeling, West Virginia

CLASSIFICATION Grade 21, Step 1

LEVEL: \$9.68 per hour

TERM OF INTERNSHIP: Not to exceed December 28, 2014
*This is a temporary position with no benefits

OPENING DATE: September 15, 2014

CLOSING DATE: Applications received by COB on September 26, 2014 will be given priority consideration. Open until filled.

ANNOUNCEMENT NO: 2014-05

The U. S. Probation Office for the Northern District of West Virginia, a combined district for probation and pretrial services, consists of four (4) offices and covers 32 counties. Divisional offices within the Northern District of West Virginia are located in Clarksburg, Elkins, Wheeling and Martinsburg, West Virginia. The Wheeling Office is currently accepting applications for a Probation Intern.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Probation Intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. The intern will work with the probation officers, learn many of the duties and responsibilities of a 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:

- Sort, classify, and scan appropriate documents from paper case files into the Probation/Pretrial Automated Case Tracking System (PACTS).
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized in the PACTS Document Imaging Module (PDIM).
- Provide regular feedback regarding scanning status, and direct any questions or concerns to the supervising Data Quality Analyst/Team Leader.
- Maintain case file information.

- Perform additional general scanning, photocopying, mailing, and faxing.
- Perform backup clerical duties, including mail sorting, filing, photocopying, faxing, and document delivery, as required.
- Assist Probation Officers with special projects.
- All other duties as assigned.

QUALIFICATIONS:

- Must have a high school diploma (College degree preferred)
- Must be at least 18 years of age
- Basic computer skills
- Detail-oriented
- Knowledge of copy/scanning equipment

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. Citizens or eligible to work in the United States. A successful background check is required for employment in this position. The Probation Office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

APPLICATION PROCEDURE:

Qualified applicants must submit copies of ALL of the following documents:

- 1) Cover letter which includes a narrative statement which addresses why you are interested in learning about the Probation Office and your relevant qualifications;
- 2) A completed standard form, AO 78, Application for Judicial Branch Federal Employment (Can be downloaded from <http://www.uscourts.gov/uscourts/formsandfees/forms/AO078.pdf> or the form may be requested via telephone at 304-234-4681)
- 3) A copy of office college transcripts (if applicable).

Submit a cover letter and resume to:

Jeff R. Givens, Chief United States Probation Officer
P.O. Box 248
Wheeling, WV 26003

Any questions, please contact Chrystal L. Ernest, HR Technician, at Telephone No. (304) 234-4681.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER