



**UNITED STATES PROBATION OFFICE  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

**VACANCY ANNOUNCEMENT #16-08**

---

---

<b>Position Title:</b>	Student Intern ( <i>More than one position may be filled.</i> )
<b>Type of Appointment:</b>	Part- Time Temporary ( <i>not to exceed May 26, 2017</i> )
<b>Anticipated Start Date:</b>	January 9, 2016
<b>Location:</b>	Oklahoma City, Oklahoma
<b>Opening Date:</b>	October 14, 2016
<b>Closing Date:</b>	Open until filled ( <i>Applications received by November 4, 2016 will be given priority consideration</i> )
<b>Salary Range:</b>	CL 22, Step 1 (approx. \$12.42 per hour)
<b>Work Hours:</b>	Minimum 20 hours per week, Mon – Fri between the hours of 8am – 5:30pm

---

---

**DUTIES AND RESPONSIBILITIES:**

The student intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will work closely with a probation officer, learn many of the duties and responsibilities of a probation officer, and will provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Use of electronic databases, such as Westlaw and Lexis.
- Seek information from organizations and others by telephone and written correspondence.
- Investigate an offender's employment, sources of income, etc.
- Maintain case file information.
- Prepare non-court-related reports.
- Attend Court proceedings with an officer.
- Assist Senior Probation Officers with special projects.
- Perform other duties as assigned.

**JOB REQUIREMENTS:**

- Skill and ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multi-task.
- Compliance with the *Code of Conduct for Judicial Employees* and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in spelling, grammar and proofreading. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to interact tactfully with a wide variety of people.
- Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.).

## **QUALIFICATIONS:**

The successful applicant must be currently enrolled in an accredited undergraduate or graduate program and must have completed at least 60 credits at the time of application. United States Citizenship is required for consideration for this position.

## **CONDITIONS OF EMPLOYMENT:**

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. Use of Electronic Funds Transfer (direct deposit) is mandatory for payment of compensation.

## **HOW TO APPLY:**

To be considered for this “at will” position, applicants must submit the following required documents:

- 1) Cover letter
- 2) Resume
- 3) Official academic transcripts
- 4) Letter of reference from a professor
- 5) AO-78 application form. (To obtain the AO78 application form, go to [www.OKWP.uscourts.gov](http://www.OKWP.uscourts.gov).)

Application materials may be mailed or hand delivered to:

U. S. Probation Office  
Attn: Human Resources - Vacancy #16-08  
215 Dean A. McGee, Room 201  
Oklahoma City, Oklahoma 73102

Faxed or e-mailed documents will not be accepted.

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

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

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