



UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII  
U.S. PROBATION OFFICE  
**VACANCY ANNOUNCEMENT  
NO. 2014-04**

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Position: **STUDENT INTERN**

Classification Level: Grade: CL 21 step 1  
\$11.09 per hour  
*\*Pay noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*

Term of internship: May to August 2014  
(May be able to extend into September, dependent on funding and need)  
(Not-to-Exceed September 30, 2014)  
*\*This is a temporary position with no benefits.*

Position Location: U.S. Probation Office  
300 Ala Moana Boulevard, Room 2300  
Honolulu, HI

No. of Positions: More than one position may be filled

Closing Date: Position(s) open until filled. Applications received by April 21, 2014 will be given priority consideration.

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The student interns will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will work with 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.

The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation.

**TO APPLY:** 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) Judicial Branch Federal Employment application (AO-78), which is available from the Hawaii U.S. District Court website: [www.hid.uscourts.gov](http://www.hid.uscourts.gov) under FORMS and “Miscellaneous”
- 3) Copies of OFFICIAL college transcripts; transcripts submitted must indicate dates of graduation, degrees awarded, and grade point averages. “Unofficial” transcripts will not be considered. If you order transcripts to be sent directly to the U.S. Probation Office, please state so in your cover letter.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet will disqualify applicant from further consideration.

Mail application packet to:

**U.S. PROBATION OFFICE  
Attention: Human Resources  
300 Ala Moana Boulevard, Room 2300  
Honolulu, Hawaii 96850  
Re: Student Intern 2014-04- CONFIDENTIAL**

**Alternatively, you may submit electronically via email to: [HR\\_OPPTS\\_WP@hip.uscourts.gov](mailto:HR_OPPTS_WP@hip.uscourts.gov)**

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

*AN EQUAL OPPORTUNITY EMPLOYER*