



U.S. PRETRIAL SERVICES OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2020-02

Position Title: U.S. PRETRIAL SERVICES STUDENT INTERN

Term of Employment: Full-Time or Part-Time Temporary (FTT), Excepted Service

Classification Level: Court Personnel System, Classification Level 22
Starting salary \$15.27/hour, depending on qualifications and experience *
** Based on 2020 pay tables. Salary noted above includes a 10.28 % Honolulu, Hawaii Cost of Living Adjustment (COLA) which is subject to change annually.*

Position Location: U.S. Pretrial Services Office
300 Ala Moana Boulevard, Rm. 2100
Honolulu, HI 96850

Closing Date: Open until filled. Applicant packets received by **January 8, 2021** will be given priority consideration.

Start Date: To be negotiated.
We are accepting applications for interns available during the Winter and Spring semesters of 2021, as well as during the summer of 2021.

End Date: September 30, 2021, unless otherwise extended based on funding in Fiscal Year 2022.

The United States Pretrial Services Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for full-time or part-time temporary **United States Pretrial Services Student Intern** positions. More than one position may be filled from this posting.

JOB SUMMARY:

This position works in the U.S. Pretrial Services Office of the U.S. District Court in Hawaii. The Student Intern provides general and administrative support to Pretrial Services Officers and administrative staff. Student Interns perform tasks such as filing, copying, scanning,

distributing mail, inputting data, answering phones, assembling reports, and greeting visitors and clients. The student will have an opportunity to learn about the judiciary, criminal justice system, and the roles and responsibilities of a Pretrial Services Officer.

REPRESENTATIVE DUTIES:

- Performs receptionist duties by greeting visitors/clients in person or on the telephone and directing them to the appropriate individual.
- Processes outgoing mail. Receives, screen and routes all incoming mail to appropriate staff member.
- Prepares and copies reports for officers and delivers to judges' chambers.
- Scanning, copying, filing, stamping, and locating files and documents.
- Assists with data entry functions.
- Assists in conducting criminal record checks through local or national law enforcement databases.
- Independently, or with direction, helps prepare and compose letters/correspondence essential to the mission-critical function of officers.
- May attend court to observe hearings and witness court-related activities related to bail decisions, supervision, sentencing process, etc. and may occasionally accompany an officer to an affiliated program site or field office.
- Other duties, as appropriate and assigned.

MINIMUM QUALIFICATIONS

Applicants for this position must be able to deal effectively with the Judges of the District Court, managers, coworkers and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function to some extent as a replacement worker for other workers in leave status. General computer and word processing skills are required, including a working proficiency in Microsoft Office products. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional approach and attire are required.

EDUCATION

To qualify, a person must be a high school graduate or equivalent, and be a student enrolled in a degree program such as criminal justice, criminology, psychology, sociology, human relations, business or public administration.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

HOW TO APPLY:

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It is recommended that applications be submitted as soon as possible, to include applications for the summer of 2021. To ensure consideration, qualified applicants must submit one of each of the following documents as a single pdf:

- 1) A letter of interest;
- 2) An updated resume;
- 3) An unofficial transcript from your college or graduate program;
- 4) A completed and signed "AO-78 Judicial Branch Application for Employment" (fillable form can be found under FORMS and "Miscellaneous", at www.hid.uscourts.gov).

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 may disqualify applicant from further consideration.

Please submit all documents combined as one PDF via email to: careers@hid.uscourts.gov with subject line: *VA 2020-02 U.S. Pretrial Services Student Intern (your name)*.

Employees of the U.S. Pretrial Services Office are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The U.S. Pretrial Services Office is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

Due to the volume of applications, the U.S. Pretrial Services 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. Pretrial Services Office for the District of Hawaii reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, if a closing date is noted, 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. Pretrial Services Officer may decide to select one or more other candidates from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER