

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE**  
*DISTRICT OF NORTH DAKOTA*

William J. Mooney  
Chief U.S. Probation Officer

655 1<sup>st</sup> Ave. N., Suite 305  
Fargo, N.D. 58102  
Tel. (701) 297-7200

**STUDENT INTERN**  
**VACANCY ANNOUNCEMENT #2022-01**

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Position Title: Student Intern – Temporary – with Benefits  
Half-time (20 hrs/week) or Full-time (40 hrs/week) available  
\* more than one position may be filled by this vacancy announcement

Salary Range: CL22 (\$28,895 - \$36,118)  
\* salary is dependent upon experience and qualifications - future promotional potential is possible within this salary range without further recruitment

Position Location: U.S. Probation Office - Fargo, ND  
\* other duty locations may also be considered

Closing Date: Open until filled

**Position Overview**

The United States Probation and Pretrial Services Office for the District of North Dakota is seeking qualified applicants for the position of Student Intern. The Student Intern is an entry level operational court support position located in the Probation and Pretrial Services Office. The incumbent provides administrative, technical, and clerical support to staff, including assisting with the compilation of criminal histories, coordination with collateral agencies, and officer investigations. This is a temporary position with an initial duration not to exceed one year and one day. The District of North Dakota may terminate or extend the temporary appointment at any time.

**Representative Duties**

- ◆ Assist probation/pretrial services officers with administrative duties such as filing and scanning of case documents, conducting database searches, compiling information, and entering data and information into the case management system.
  
- ◆ Assist probation/pretrial services 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 federal law enforcement and regulatory agencies to collect and record information to assist with investigations.
- ◆ Perform backup clerical duties, including processing incoming/outgoing mail, photocopying, scanning, and document delivery.
- ◆ Assist in performing office reception duties by greeting visitors in person and/or on the telephone, directing them to the appropriate staff member.
- ◆ Perform other administrative duties as assigned.

**Minimum Qualifications**

- ◆ Graduation from high school or equivalent.
- ◆ Basic computer skills, including proficiency with Microsoft Office software programs.
- ◆ Strong verbal and written communication skills; ability to follow instructions and adhere to office policies; ability to organize and prioritize work assignments.
- ◆ Must be a U.S. citizen or be eligible to work in the United States.
- ◆ The selected candidate will be subject to a drug test, criminal record check, and FBI background investigation (fingerprint search).

**Preferred Qualifications**

- ◆ Prior related work or internship experience.
- ◆ Knowledge of the criminal justice system and legal terminology.
- ◆ Academic studies in the fields of criminal justice, criminology, psychology, sociology, human relations, or business/public administration.
- ◆ Preference will be given to students who are currently attending undergraduate or graduate school.

**Benefits:**

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401K styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life Insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI), a minimum of 11 federal holidays, Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement, Federal Student Loan Forgiveness eligibility.

**Application Process:**

Candidates wishing to apply for this position must submit a letter of application, resume, and application for employment form AO78 to (form AO78 can be found at [www.ndp.uscourts.gov/human-resources](http://www.ndp.uscourts.gov/human-resources)):

**Mark Osman, Administrative Manager**  
**U.S. Probation Office**  
**655 1<sup>st</sup> Ave. N., Suite 305**  
**Fargo, ND 58102**  
**701-297-7213**  
**mark\_osman@ndp.uscourts.gov**

Emailed applications should be in pdf format.

The court is not authorized to reimburse the successful candidate for relocation expenses.

**Equal Opportunity Employer**