

**Student Intern  
Vacancy Announcement #21-13**



**UNITED STATES PROBATION OFFICE  
Northern District of Oklahoma**

The United States Probation Office for the Northern District of Oklahoma is currently accepting applications for the part-time temporary position(s) of **Student Intern**. This position will be filled as permitted by budgetary constraints. This appointment will not exceed a year and one day; although, the office may extend the temporary appointment at its discretion. The United States Probation Office Student Intern provides support to the office at the headquarters location in Tulsa. More than one position may be filled by this posting.

The U.S. Probation Office reserves the right to cancel and/or modify this position announcement as needed.

<b>DUTY STATION:</b>	Tulsa, Oklahoma
<b>OPENING DATE:</b>	August 6 <sup>th</sup> , 2021
<b>CLOSING DATE:</b>	Open Until Filled
<b>START DATE:</b>	TBD
<b>ANNUAL SALARY:</b>	\$13.56/hour (CL 22/Step 1)

**PRIMARY DUTIES COULD INCLUDE ANY OF THE FOLLOWING:**

- \* Assist officers in conducting investigations, obtaining criminal history and verifying background information concerning persons charged with a federal offense.
- \* Provide administrative assistance to the Location Monitoring Officers.
- \* Assist Officers with administrative duties such as scanning, shredding, copying, filing, conducting database searches, making chronological entries, etc.
- \* Perform other duties as assigned.

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**QUALIFICATIONS:**

- \* Applicant must be a high school graduate or equivalent.
- \* Preferred applicant will be currently enrolled in juris doctorate program or a graduate degree program in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study.
- \* Ability to communicate effectively both orally and in writing.
- \* Skill in using personal computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.
- \* Flexibility in adapting to workplace changes.
- \* Ability to maintain confidentiality.
- \* Ability to work in a team setting.
- \* Ability to meet required deadlines and maintain tracking systems related to cases.
- \* Ability to maintain concentration despite interruptions.
- \* Ability to type.
- \* Good knowledge of office procedures, practices, and processes.
- \* Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- \* General knowledge of the criminal justice system and legal terminology.
- \* Fluency in Spanish is helpful, but not required.

**GENERAL INFORMATION:**

- \* Applicants must be U.S. citizens or eligible to work in the United States and have a valid driver's license.
- \* Work generally performed in an office setting. Some local travel may be required.
- \* Incumbent may have contact with persons with violent backgrounds.

**BENEFITS:**

Employees of the U.S. Probation Office are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees, including participation in the retirement system, health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and up to eleven paid holidays.

When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration.

**HOW TO APPLY:**

The application packet consists of:

- \* Cover letter
- \* Resume (two-page maximum)
- \* AO78, Federal Judicial Branch Application for Employment (click [here](#))

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Please email the entire packet as one attachment in PDF format with “Vacancy #21-13” in the subject line to:

[okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov)

**Only electronic applications will be accepted.**

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. Applicants interviewed will be given a written assessment exercise. School transcripts may be requested as part of the final selection process. Due to the volume of applications received, U.S. Probation Office will only communicate with those qualified individuals who will be interviewed.

**NOTICE TO APPLICANTS:**

The U.S. Probation Office requires employees to adhere to a Code of Conduct which is available for review at [www.uscourts.gov](http://www.uscourts.gov). The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw this announcement, or to fill the position sooner than the closing date without prior notice.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE  
WORKPLACE.**