



EMPLOYMENT OPPORTUNITY

with the

United States District Court Probation Office Northern District of Georgia



STUDENT CONTRACTOR

CL 21/22

Vacancy Announcement # 24-11

Salary Range: **\$12.80 per hour - \$20.11 per hour**

Placement in the range depends upon education and experience.

Part-time, 30 hours per week or full-time, 40 hours per week

Office hours are 8:15 a.m. to 4:45 p.m.

Opening Date: **April 16, 2024**

Closing Date: **Open until filled.**

Priority to applications received by April 30, 2024.

More than one position may be filled.

BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service and bi-weekly tour of duty
- Eleven paid holidays during the year
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement)
- Available group life insurance
- Telework (for qualified employees)
- Public transportation subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

OVERVIEW: The United States Probation Office for the Northern District of Georgia seeks high achievers interested in public service with the federal judiciary to serve as a student contractor in the exciting and growing city of Atlanta, Georgia. This is a temporary position, not to exceed one year and one day appointment. Although the office, at its discretion, may extend the temporary appointment.

REPRESENTATIVE DUTIES MAY INCLUDE:

- Assist pretrial officers in conducting investigations and verifying background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist in the operation of on-site substance abuse testing program. Conduct drug testing on defendants. Record results of drug testing into PACTS and notify pretrial services officers of results.
- Maintain drug testing equipment and all laboratory logs.
- Maintain contact with pretrial services officers to ensure all clients required to undergo urinalysis are tested.
- Provide administrative assistance to the Location Monitoring Unit.
- Assist pretrial officers with administrative duties such as scanning, shredding, copying, filing, conduct database searches, chronological entries, etc.
- Assist in performing receptionist duties by greeting visitors / defendants in person and / or on the telephone directing them to the appropriate staff member. Process outgoing mail / receiving mail and routing to the appropriate staff member.
- Perform other duties as assigned.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience
- 3) Chronological resume including education, employment, and salary history

Submit your completed package as a single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

United States District Court
Attn: Human Resources Manager,
Vacancy #24-11
75 Ted Turner Drive, SW
Room 2013
Atlanta, GA 30303-3338

All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

MANDATORY QUALIFICATIONS:

- Applicant must be a high school graduate or equivalent.
- Applicant must be currently enrolled or completed an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof enrollment or completion of degree must be provided.
- 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 workplace changes.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- 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.

To qualify to start at CL 22, applicant must have one year of general office experience that included duties equivalent to filing, copying, inputting data, answering phones, typing, formatting, and / or assembling reports.

PREFERRED QUALIFICATIONS: Preference will be given to those candidates who previously interned with the Probation Office. Fluency in Spanish is helpful.

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the Probation Office are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a criminal background check (see information about criminal history below) and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be United States citizens or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although the judiciary is comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, judiciary employees generally are not subject to the many statutory and regulatory provisions that govern civil service positions.

Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.

Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and / or misleading information may be grounds for removal from the application and selection process as well as disciplinary action if discovered after an individual's date of hire.

ABOUT ATLANTA: Rich in arts and culture, "The City in the Forest" is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.