



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
PROBATION OFFICE

TRACY L. COLEMAN
CHIEF PROBATION OFFICER, ACTING

500 POYDRAS STREET, ROOM B-505
NEW ORLEANS, LOUISIANA 70130
Office: (504) 589-3200 Fax: (504) 589-3286

Position Title: **Student Intern**

Location of Position: New Orleans, Louisiana

Vacancy Announcement Number: 22-PRB-03

Announcement Date: **Thursday, May 26, 2022**

1st Closing Date Applications received by close of business, 5:00 PM Central/Standard Time, **Thursday, June 9, 2022** will be considered for first review (or until filled).

Job Classification/Grade CL-21

Position Type Temporary, Part-Time (minimum of 20 hours per week)

Salary Range \$11.05 - \$13.82 hourly

Anticipated Starting Date: To Be Determined

The Eastern District of Louisiana U.S. Probation Office is accepting applications for a part-time PAID student internship. More than one student internship opportunity may be filled from this vacancy announcement. This internship is from the date of appointment until December 30, 2022, which may be extended if approved by the Chief Probation Officer.

Position Overview

The duties of the U. S. Probation Office Student Intern(s) would be performed under the direct supervision of a Supervisory U. S. Probation Officer and/or the Chief Probation Clerk and may encompass obtaining and interpreting documents that pertain to the prior record and financial status of offenders/defendants, along with additional records received from other law enforcement agencies, attorneys, victims of crimes, schools, churches, employers, and social service agencies.

The U. S. Probation Office Student Intern(s) may observe the U. S. Probation Officer during personal contacts with offenders as approved by the Supervisory U. S. Probation Officer (SUSPO). U. S. Probation Office Student

Intern(s) also perform other duties as assigned by the Chief, or Deputy Chief Probation Officers. Day to day supervision of tasks will be assigned by the Chief Probation Clerk with input from Sr. U. S. Probation Officers.

Representative Duties:

- Conduct record checks utilizing applicable databases. Research each criminal charge and prior conviction pertaining to the offender/defendant being investigated. Send collateral requests to local Parish Clerk of Courts, law enforcement agencies, and correctional facilities, as necessary.
- Review Pretrial Services bond reports and send appropriate record requests to medical, mental health, substance abuse treatment providers, educational institutions, employers, etc. Ensure authorization of release forms are completely filled out so the appropriate information may be obtained.
- Assist U. S. Probation Officers in performing pretrial & presentence investigations, pretrial diversion, and some aspects of bond supervision functions.
- Attend pretrial and sentencing proceedings with U. S. Probation Officers for the purpose of observing defendants/offenders navigate throughout the entire Court services process.
- Data entry and scanning of applicable information into the Probation & Pretrial Services Automated Case Tracking Systems database.
- Assist with answering telephones and greeting offenders/defendants, when necessary.
- Perform other duties as assigned.

Minimum Qualifications:

- Applicants must be U. S. citizens or eligible to work in the United States.

Additional Information:

- If selected for an interview, applicants will be required to submit to written examinations and panel interviews.
- A complete background investigation is required for employment with the U. S. Probation Office for the Eastern District of Louisiana. The investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States District Court are at will and can be terminated with or without cause at any time.
- The Eastern District of Louisiana provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

Benefits:

This position is temporary, time limited, and therefore not eligible for full Federal Employee benefits. The

following benefits will be provided:

- Paid Holidays
- Direct deposit is required for payment of compensation for employees

How to Apply:

Interested candidates should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, AND a completed [Application for Judicial Branch Employment \(Form AO-078\)](#). Please reference the vacancy announcement number in your letter of interest. **Applications will not be considered complete until all items listed above have been received by Human Resources.** All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

Inquiries regarding this posting may be directed to the **Human Resources** division at **(504) 589-3333**.

Disclosures:

The Eastern District of Louisiana U. S. Probation Office reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position any time before the closing date, any of which may occur without prior written or other notice.

The United States Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer



Eastern District
of Louisiana



Our Vision

The Eastern District of Louisiana is a district where:

Community safety is enhanced through facilitating effective positive change of individuals under supervision

Integrity, impartiality and fairness are fundamental

Inspiration and Collaboration foster positive innovation

Each individual is unique and has opinions, values and experiences that are respected

We strive to exceed expectations

Our Guiding Principles

We model positive behavior, leadership and teamwork

We value new ideas and encourage feedback

We are focused on measurable outcomes

We treat everyone with dignity, respect and fairness

We are committed to servicing the court, community and each other

We take a proactive role in the implementation of positive change



Unlocking Potential

