

UNITED STATE PROBATION & PRETRIAL SERVICES OFFICE
Middle District of Tennessee



NOTICE OF VACANCY: Student Intern 24-03

POSITION:	Student Intern When-Actually-Employed (WAE) Appointment
LOCATION:	Nashville, Tennessee
LEVEL:	CL 22, Step 1 (approx. \$15.21/per hour)
TERM:	June 3, 2024 – (NTE) December 29, 2024

The U.S. Probation Office for the Middle District of Tennessee is accepting applications for the position of Student Intern. Positions will be filled as permitted by current and future budgetary constraints. More than one position may be filled from this announcement.

The student intern will be provided a meaningful employment experience through a comprehensive view of the federal probation system. Interns will work closely with and learn duties/responsibilities of probation officers and provide office support for the administrative functions of the office.

Work hours will be established in accordance with office needs and individual school requirements. This is a part-time, temporary, When-Actually-Employed appointment. The successful candidate is expected to work no more than 30 hours per week. The work schedule will be determined upon appointment.

DUTIES AND RESPONSIBILITIES:

- Performing receptionist duties by greeting visitors/clients in person or on the telephone and directing them to the appropriate individual.
- Processing outgoing mail and receiving, screening, and routing all incoming mail to the appropriate staff member.
- Scanning, shredding, copying, filing, stamping, and locating files and documents.
- Assisting with data entry functions.

- Assisting in conducting criminal record checks through local or national law enforcement databases.
- Attending Court proceedings with an officer.
- Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

- United States Citizenship is required for consideration for this position.
- Applicant must be currently enrolled in an accredited undergraduate program, graduate program or pursuing a Juris Doctorate degree in a related field of study. Proof of enrollment must be provided.
- Skill in oral and written communication. Ability to interact effectively with a wide variety of people.
- Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation. Skill in using standard office equipment (telephones, copiers, printers, fax machines, scanners, paper shredders, etc.)
- Flexibility in adapting and embracing workplace changes.
- A successful background check is required for employment in this position.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

BENEFITS

When-Actually-Employed (WAE) Appointments are excluded from retirement, health, and life insurance coverage, Thrift Savings Plan (TSP), leave accrual, and supplemental benefits.

TO APPLY

Applications must be made on government application form AO 78, Application for Judicial Branch Federal Employment. The application form may be accessed through our website at <https://www.tnmp.uscourts.gov/forms/human-resources>

Email one single .pdf file with the completed application, cover letter, resume, and transcripts to hr@tnmp.uscourts.gov, Subject: Student Intern 24-03. This position is open until filled with preference given to application packets received by **May 17, 2024.**

Qualified applicants may be given a written assessment prior to the interview process. Participation in the interview process is at the applicant's own expense.

U.S. Probation and Pretrial Services
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615-736-5771

THE U.S. PROBATION & PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER