



**Sandra Day O'Connor  
U.S. Courthouse  
401 West Washington Street  
Phoenix, AZ 85003-2119**

### **Benefits**

We offer flexible work schedules and access to our fitness facilities.

This is a When-Actually-Employed (WAE) Appointment.

WAE appointments are excluded from/not eligible for:

- Retirement
- Health insurance
- Life insurance
- Tax-deferred savings plans
- Vacation leave
- Sick leave



**The U.S. Pretrial Services Office  
for the District of Arizona is an  
Equal Opportunity Employer**

# **U.S. Pretrial Services – District of Arizona**

**Career Opportunity # 23-37**

## **Student Intern**

**(Multiple positions may be filled with this announcement.)**

Position Type:	Part-Time, Temporary
Salary Range:	Phoenix \$15.11 - \$17.95 hourly Tucson \$14.73 - \$17.50 hourly (Depending on qualifications and experience)
Job Grade:	CL 22
Open Date:	June 13, 2023
Closing Date:	Open until filled
Location:	Phoenix and Tucson, AZ

### **MISSION STATEMENT**

To assist the federal courts in the fair administration of justice. To protect the community. To bring about long-term positive change in individuals under supervision.

The United States Pretrial Services Office upholds the constitutional principles of the presumption of innocence and the right against excessive bail for pretrial defendants by appropriately balancing community safety and risk of nonappearance with protection of individual liberties.

### **POSITION OVERVIEW**

The United States Pretrial Services Office is currently accepting applications for part time Pretrial Student Interns. This position will be filled as permitted by budgetary constraints. The Pretrial Services Interns provide support to and are located in the office locations in Phoenix and Tucson, Arizona.

This position is a When-Actually-Employed (WAE) Appointment. There is no predetermined work schedule. Work hours are determined by the student's school schedule. Compensation is based on the actual hours worked.

### **REPRESENTATIVE DUTIES**

- Assist officers, conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist officers with running criminal record checks through local and national databases and files, as well as conducting inquiries with collateral agencies. Investigate a defendant's employment, sources of income, etc. Conduct database searches, compile information, and enter data/information in the pretrial office's database systems.
- Assist with preparing and processing reports, forms and documents, ensuring consistency and accuracy among forms, reports and other paperwork. Proofread and edit documents for accuracy, proper grammar, and spelling for signature by officer or superior.
- Observe court hearings and officer meetings with persons under supervision.
- Performs other duties as assigned.

## Divisional Office Locations:

### Evo A. DeConcini U.S. Courthouse

405 West Congress Street  
Tucson, AZ 85701-5020

### Flagstaff AWD Building

123 San Francisco Street  
Flagstaff, AZ 86001

### John M. Roll

#### U.S. Courthouse

98 West 1st Street  
Yuma, AZ 85364

## How to Apply

Applicants who meet all qualifications must submit an online application **and** include the following:

- Cover letter which supports your interest.
- Resume which includes education and complete work and salary history.
- Proof of student enrollment.

Go to our web site:

<https://www.governmentjobs.com/careers/azduscourts> to submit an online application and attach the items listed above.

Attachments should be submitted only as a Microsoft Word or Adobe Acrobat (PDF) document. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.



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## PREFERRED SKILLS

- Ability to organize and prioritize duties as assigned.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to exercise impartiality and discretion with people under supervision and their family/support systems.
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others.
- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.

## QUALIFICATIONS

The student intern will always conduct their self in a professional manner. This includes respecting confidentiality, issues of punctuality, appearance, attendance, and provide appropriate feedback to the learning experience.

To qualify for this position:

- Applicant must be a high school graduate or equivalent.
- Applicant must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided.
- Ability to communicate effectively both orally and in writing.
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail, and web searches, etc.
- Demonstrate strong attention to detail.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines and maintain tracking systems related to cases.
- Possess extensive knowledge of proper grammar usage and the ability to edit efficiently.
- Possess general knowledge of the criminal justice system and legal terminology.

## APPLICANT INFORMATION

The Pretrial Services Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Only qualified applicants will be considered for this position. Employees of U.S. Pretrial Services are considered "at will" employees.

As a condition of employment, a criminal background check will be completed. A student internship will be denied if the background investigation reveals factors that compromise security or lead the investigator to determine that the student background characteristics may conflict with the Judicial Code of Conduct for employees.

Appointment to this position is pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free

workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.



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