



**UNITED STATES PROBATION & PRETRIAL SERVICES  
DISTRICT OF NEW HAMPSHIRE  
VACANCY ANNOUNCEMENT**

**Position Title: Student Intern**

**Location: Concord, NH**

**CPS Level: CL 21-22 (minimum \$11.52/hour, depending on experience)**

**Vacancy Announcement: 2019-04**

**Opens: July 23, 2019**

**Closes: When filled**

**INTRODUCTION:**

The U.S. Probation Office for the District of New Hampshire has an opening for a Student Intern in Concord, NH. The District of New Hampshire currently has five U.S. District Judges and two U.S. Magistrate Judges. Geographically, the district covers the State of New Hampshire. The main office is located in Concord, NH, with a satellite office in Manchester, NH.

**REPRESENTATIVE DUTIES:**

The student intern will provide general and administrative support to officers and clerical staff in the Probation and Pretrial Services Office for the District of New Hampshire. Hours of the position will be up to 40 hours/week, Monday - Friday, as determined by the student intern in coordination with the supervising officer. The term of appointment will not exceed one (1) year. The student intern will collect urine specimens from defendants and offenders at the U.S. Probation & Pretrial Services Office in Concord, under the direct supervision of an experienced Probation Officer. The student intern will be trained in applicable agency policy and protocol. The student intern may be required to testify in court as to the delivery of drug screening protocols, including the execution of the chain of custody documents.

**QUALIFICATIONS**

- Knowledge of the criminal justice system and legal terminology.
- Proficient computer skills and an understanding of software applications in a Windows environment.
- Ability to follow instructions and adhere to office policies.
- Ability to organize and prioritize work.
- Strong verbal and written communication skills.
- Broad knowledge of proper spelling and grammar usage.
- Interest in public service.
- Current enrollment in an accredited university with two years worth of credits toward completion of a degree with a major in Criminal Justice Administration.

## **BACKGROUND INVESTIGATION**

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

## **SELECTION PROCESS**

Applicants meeting the minimum qualifications may be invited in for one or more personal interviews.

## **HOW TO APPLY**

Submit a letter of interest, resume, and AO-78 Application for Federal Judicial Branch Employment (as one PDF attachment) to: [louise\\_tyler@nhp.uscourts.gov](mailto:louise_tyler@nhp.uscourts.gov).

The AO-78 Application for Federal Judicial Branch Employment (dated as effective 10/09) can be found at: <http://www.uscourts.gov/forms/human-resources-forms>

Applicants who fail to submit all the requested documents may lose consideration for employment. U.S. Probation reserves the right to amend or withdraw any announcement without written notice to applicants.

***AN EQUAL OPPORTUNITY EMPLOYER***