



POSITION: Student Trainee

LOCATION: Milwaukee, WI

POSTING DATE: 10/3/2024

CLOSING DATE: Open until filled; applications received by 10/28/2024 will be given priority consideration.

AREAS OF CONSIDERATION: Open to all qualified individuals.

EMPLOYMENT TERMS: Temporary (12 months, 1 day); full-time. May extend based on need and budget. Required to use Electronic Fund Transfer for payroll direct deposit.

CLASSIFICATION / SALARY RANGE: CL-22 \$33,086 to \$53,827 (Salary commensurate with experience)

Do you have questions or want to learn more about the roles of a Student Trainee in the ED/WI? Curious if this is the career path for you? Please join us for a virtual information session on Tuesday, October 22, 2024 at 8:30 a.m. OR 4:00 p.m. hosted by current ED/WI Probation staff members.

Zoom link details for 8:30:

<https://www.zoomgov.com/j/1600235003?pwd=RnNBQrBxZ8dts8aDUv00vCoR5k3j1r.1>

for 4:00

<https://www.zoomgov.com/j/1612346052?pwd=maV5sBLkombYeH5uH4jchsU2fPizXi.1>

Visit for additional information:

[WIEP / Home / Career Opportunities](#)



VACANCY ANNOUNCEMENT No. 2024-03

STUDENT TRAINEE POSITION OVERVIEW:

Explore the field of Federal Probation and Pretrial Services in an operational court support position. Student Trainees provide administrative support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal background information, and contacting collateral agencies.

MISSION:

- 1) To assist the federal courts in the fair administration of justice.
- 2) To protect the community.
- 3) To bring about long-term positive change in individuals under supervision.
- 4) [Charter for Excellence](#) (click link to review)

SOCIAL JUSTICE STATEMENT:

The United States Probation and Pretrial Services Office of the Eastern District of Wisconsin is committed to promoting the fair, impartial, and just treatment of all people. We are committed to a culture where each person feels seen, heard, and supported. We oppose racism and discrimination in all of its forms and are committed to intervening when these moments occur. We agree to listen, speak up, intervene, and learn from our own mistakes in our commitment toward social justice.

EASTERN DISTRICT OF WISCONSIN:

The Eastern District of Wisconsin (ED/WI) is comprised of the eastern third portion of the state, with the main office located in Milwaukee, Wisconsin and a satellite office located in Green Bay, Wisconsin. Our organization takes pride in supervising individuals based on their risk, providing thorough and informative reports and recommendations to the Court, utilizing evidence-based principles and providing resources for success. Our agency also takes pride in providing a flexible work schedule, strong office culture, and accountability of staff.

Milwaukee is home to over 150 state and county parks, 1,500 acres of beaches and over 150 miles of bike trails. The city boasts landmarks such as the Historic Federal Building and Courthouse, Milwaukee Art Museum, Harley-Davidson Museum and Wisconsin State Fair. Home sports teams include the Brewers, Bucks, Admirals and Wave.

Visit: [Things to Do in Wisconsin | Travel Wisconsin](#)

REPRESENTATIVE DUTIES:

- Assist officers with preparing and processing forms and documents, ensuring consistency and accuracy among court-supplied documents. Contact various local, state and national law enforcement agencies as directed to collect and record information to assist with investigations concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist clerical support with administrative duties such as greeting visitors, routing phone calls, processing mail, scanning case documents, conducting database searches, compiling information, and entering data into the office's computerized database system.
- Perform other duties as assigned.

QUALIFICATIONS:

- 1) The selected candidate must be a U.S. citizen or foreign national eligible for federal employment.
- 2) Graduation from high school or equivalent.
- 3) Office or other work experience that indicates the possession of, or the ability to acquire the particular knowledge and skills needed to perform the listed duties.
- 4) General knowledge of the criminal justice system and legal terminology.
- 5) Basic computer skills, including proficiency in Microsoft Office Suite products.

In addition to the above – the following are Preferred Skills and Characteristics:

- 1) Applicant is 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 of enrollment or completion of degree must be provided.
- 2) Excellent oral and written communication skills.
- 3) Effectively communicate with a diverse population with respect and dignity, both in person and on the phone.
- 4) Ability to maintain confidentiality.
- 5) Ability to work in a team setting.
- 6) Flexibility in adapting to workplace changes.

EMPLOYEE REQUIREMENTS:

Judiciary employees serve under excepted appointments and are considered "at-will," and may be terminated with or without cause or notice by the Court.

This position requires a criminal history check, fingerprinting and FBI Name check, followed by a favorable High-Risk Public Trust Position T4 Background Investigation (BI).

The United States District Court requires employees to adhere to a Code of Conduct Policy. For additional information: [Code of Conduct for Judicial Employees | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/code-of-conduct)

BENEFITS:

- The opportunity to serve in a rewarding public service position
- Accrual of paid vacation and sick leave
- 12 paid federal holidays
- Health, life, dental, vision and long-term care insurance plans available
- A defined benefit pension plan
- On-site fitness center

- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions
- Paid parking
- Federal Occupational Health (FOH)/Employee Assistance Program (EAP)
- Medical and childcare pre-tax accounts available
- Virtual Learning through Judiciary Online University and other training opportunities
- Telework and flexible work schedules available, dependent on performance
- May qualify for Federal Student Loan Forgiveness for Public Service Employees program [Student Aid](#)

For more information on benefits visit <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

APPLICATION PROCEDURE:

If you're excited about this role but your work experience doesn't align perfectly with the representative duties, we still encourage you to apply. To be considered for this opportunity, submit ALL required information in **one pdf document**.

Email documents to: Jobs_wiep@wiep.uscourts.gov Attention – Student Trainee – 24-03

- 1) A cover letter including a narrative specifically addressing your skills, characteristics, and any experiences which make you a good candidate for this position.
- 2) AO 78 Application for Judicial Branch Federal Employment located at: https://www.wiep.uscourts.gov/careers/AO_078-08-2024_1.pdf
- 3) Unofficial copy of academic transcripts. Final candidates will require official transcripts.

The U.S. Probation Office will communicate with those individuals who will be invited for testing and personal interviews.

The U.S. Probation Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool without reposting the position.

The Eastern District of Wisconsin Probation Office is an Equal Opportunity Employer