



***Position Vacancy Announcement***

***No. 19-01***

**Position Title:** Student Contractor, Full Time Temporary Position  
**Location:** Central Islip and Brooklyn, New York  
**Starting Salary Range:** **CL 21-** \$24,361 to \$30,196 (depending on experience)  
**Closing Date:** Open until filled

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The United States Pretrial Services Office for the Eastern District of New York is currently accepting applications for the position of Student Contractor. The location of this position(s) will be in Central Islip and/or Brooklyn, New York. More than one position may be filled from this vacancy announcement.

**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.
- Conduct drug testing on defendants. Record results of drug testing into PACTS and notify pretrial services officers of results. Maintain drug testing equipment, including oversight of supplies.
- Maintain contact with pretrial services officers to ensure all clients required to undergo urinalysis are tested.
- Provide administrative assistance to the Location Monitoring Unit.
- Assist officers with administrative duties such as filing and scanning of case documents, conducting automated database searches and chronological entries.
- Perform other administrative duties as assigned which may include working on weekends and after non-business hours.

### **Minimum Qualifications:**

Applicants must be currently enrolled or have completed a bachelor's degree and be U.S. Citizens or eligible to work in the United States. Preference will be given to students who are currently attending graduate studies. Student Contractors will be subject to a background investigation and to random drug testing at the discretion of the Chief Pretrial Services Officer.

### **Benefits:**

The U.S. Pretrial Services Office offers paid vacation and sick leave and other options that include health and life insurance, pension plan, and long-term care insurance.

### **How to Apply:**

Qualified applicants should submit the following:

- 1) Resume
- 2) Cover letter outlining their qualifications and employment history.
- 3) A one page statement indicating the knowledge, skills, and abilities you believe you possess which will match the needs of the office and of the position.
- 4) [\*\*AO-78 – Federal Judicial Branch Application for Employment\*\*](#)

Only applicants who are interviewed in person will receive a written response regarding their application.

The application packet should be marked as “Confidential” and emailed to: **employment@nyept.uscourts.gov**

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