



Position Vacancy Announcement
No. 24-02

Position Title: Student Contractor, Full Time Temporary Position
Location: Brooklyn and/or Central Islip, New York
Starting Salary Range: CL22/Step 3 – \$35,969
Closing Date: September 30, 2024 (or open until filled)

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.

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:

Employees of the U.S. Pretrial Services Office are eligible, but not limited, to the following employment benefits:

- Accrual of paid vacation and sick leave; and paid holidays.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit).
- Group life and long-term care insurance.
- Participation in the Federal Employees Retirement System (FERS).
- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment through the Thrift Savings Plan (TSP) with employer matching contributions.
- Transit subsidy assistance.

How to Apply:

Qualified applicants **MUST** submit **ALL** the following documents to be considered:

- 1) Resume
- 2) Cover letter outlining 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](#)**

Due to the volume of applications, the U.S. Pretrial Services Office will only contact those individuals who are invited for personal interviews. Include the vacancy announcement number in the subject line of the email and DO NOT submit paper applications by mail. Pretrial Services does not reimburse candidates for the interview or relocation expenses.

The complete application packet ***must be sent electronically as a single PDF document*** to:

employment@nyept.uscourts.gov

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