
Notice of Part Time Temporary Employment Opportunity

United States Probation Office Eastern District of Missouri



Posting Date: January 27, 2026
Vacancy Number: PSI-0126
Position Title: Probation Student Intern (WAE) Part time temporary (March 2, 2026-July 1, 2026)
Starting Salary: CL-22/17 (\$18.27 per hour) Salary of \$38,020 is based on full-time hours worked, this position is limited to 40 hours per week as part-time
Classification dependent on qualifications
Position Location: Cape Girardeau, MO
Closing Date: February 20, 2026

Position Summary

The student intern will be primarily responsible for performing general office duties such as, but not limited to, general reception and clerical duties. In addition, the student intern will be responsible for scanning in records, answering phones, and other duties assigned. This is a part-time, temporary, When-Actually-Employed appointment, the candidate is expected to work no more than 40 hours per week. The work schedule will be determined upon appointment.

Summary of Representative Duties and Responsibilities

- Handling communications with the public through phone, email and face-to-face interactions.
- Maintaining records and files.
- Performing clerical tasks such as photocopying, filing and reception desk duties.
- Data Entry
- Perform related duties, as assigned.

Minimum Qualifications and/or Educational Requirements

Candidate must be a high school graduate. Excellent hardware and software installation skills are required. Good communication and organizational skills are required. Must be able to work effectively as part of a team.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation. The office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

Employee Benefits

Intermittent appointments are paid for based on the actual hours worked. Work will be performed in-person, in the office. This position is not eligible for telework. Intermittent employees may not exceed 40 hours per week (80 hours per pay period). Intermittent employees appointed for less than 90 days are not eligible to participate in the Federal Employees Health Benefits (FEHB) program or the Federal Employees Dental and Vision Insurance Program (FEDVIP). An employee appointed to a position

limited to less than 90 days will not accrue annual or sick leave. Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Application Procedure and Other Information

Applicants may be asked to participate in proficiency tests.

- Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court.

Qualified persons are invited to submit:

- cover letter
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)

Application materials may be submitted by e-mail to the following address:

moed_employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. The Court 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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief of Probation may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer

