



**U.S. Department of Justice
United States Attorney
Northern District of Georgia**

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Student Volunteer Program

Position: Student Volunteer
Position Type: Temporary, not to exceed 1 year
Salary: Uncompensated
Tour of Duty: Part-time, 15-20 hours per week
No. of vacancies: Multiple
Duty Location: Atlanta, Georgia
Application Period: March 13, 2017-March 31, 2017

The U.S. Attorney's Office for the Northern District of Georgia is proud to announce exciting volunteer opportunities for students in areas of study to include: criminal justice, law enforcement, legal/paralegal studies, political science, management/administration, finance, accounting, logistics, and supply management.

Assignments: We are recruiting student volunteers for our Criminal Division, Civil Division, and Administrative Division. **All selected student volunteers will be required to complete a set of core rotational assignments and provide scheduled Reception coverage for the office.**

- **Criminal Division (Major Crimes, Economic Crimes, Narcotics, Asset Forfeiture)**
 - Assist legal support staff with cases; prepare trial notebooks; prepare documents to open, update, close, and purge case files; retrieve and file documents with the District and State court; maintain and duplicate files; sort and distribute mail.
- **Criminal Division (Organized Crime Drug Enforcement Task Force)**
 - Manage and archive Organized Crime Drug Enforcement Task Force (OCDETF) reports and files, act as a liaison between state and local law enforcement officials and OCDETF Regional Coordination group regarding agreement inquiries and management records for fiscal year audits
- **Civil Division**
 - Assist with massive filing; opening and sorting incoming mail; scanning and downloading large documents from disk into electronic filing system; aid legal support staff
- **Administrative Division (Human Resources)**
 - Provide general clerical assistance to human resources staff; distribute training announcements; update internal HR webpage; assemble orientation materials for new employees
- **Administrative Division (Budget)**
 - Receive and distribute Budget mail, aid timesheet coordinator to process timesheets, maintain various budget logs, assist in preparing payments for processing

- **Administrative Division (Administrative Services)**
 - Conduct spot checks on office property and space, package and transfer records/files to the Federal Records Center, check supply rooms and prepare list for items that need to be replenished, process incoming mail, assist with reception and receive office visitors

Qualifications: We seek motivated applicants who take initiative and exhibit a professional work ethic. Applicants should be team players and also able to work independently. Must be detail-oriented, well-organized, possess strong computer skills, and demonstrate excellent time management. Prior office experience preferred.

Eligibility Requirements:

- You must be a student enrolled at least half-time, or accepted for enrollment, in an accredited technical, vocational, 2 or 4-year college or university, graduate or professional school and pursuing a degree, diploma, or certificate. **Students should have a year or more remaining until graduation.**
- You must be a U.S. citizen or U.S. National.

Security Requirements:

- Selected students must submit to a pre-employment security background investigation (BI). This includes fingerprints, criminal history check, and a credit check.
- Participation in the program is conditioned upon completing the BI process, satisfactory pre-employment adjudication, and granting of a pre-employment BI waiver.
- Approval for pre-employment BI waiver can take between four to six weeks. Students will not be permitted to begin their internship until a waiver has been received.

How to Apply:

Applications must be received by 5PM EST on March 31, 2017.

- A complete application must include the following:
 - cover letter (specify area(s) of interest),
 - resume (anticipated graduation date must be indicated),
 - and proof of school enrollment

E-mail your application package to HR Specialist Denise Jones at:

Denise.Jones3@usdoj.gov

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT – The United States Government does not discriminate in employment on the basis of color, race, religion, national origin, political affiliation, marital status, disability, age, sex, sexual orientation, status as a parent, genetic information, membership or non-membership in an employee organization, or on the basis of personal favoritism.

REASONABLE ACCOMMODATION STATEMENT- Federal Agencies must provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.