



United States Sentencing Commission

Vacancy Announcement

POSITION: **INTERN**
(Part-time/Full-time, Temporary Appointment, NTE 09/30/09)

ANNOUNCEMENT: #09-05

SALARY RANGE: Salary Range GS-3 to GS-6 (\$12.73- \$17.83 per hour)
GS-3: 1 year college completed
GS-4: 2 years college completed
GS-5: 3 years college completed
GS-6: 4 years college completed

OPENING DATE: January 16, 2009

CLOSING DATE: March 23, 2009

AREA OF CONSIDERATION: All Qualified Sources

ORGANIZATION LOCATION: United States Sentencing Commission, Washington, DC

The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

BENEFITS AND CONDITIONS OF EMPLOYMENT

The Commission participates in the mass transit subsidy program and the federal leave program. This is an **excepted** service position and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. Employment is contingent upon a successful completion of a criminal record check and requires fingerprinting.

Internship Opportunities

Internships are available in the Offices of Research and Data, Administration, Legislative and Public Affairs, and Education and Sentencing Practice. Please review the qualification requirements and duties listed and submit a resume and a cover letter that provides details about your work experience and the specific qualifications you have as they relate to that office.

Offices of Administration, Education and Sentencing Practice, and Legislative and Public Affairs:

Qualification Requirements:

Applicants must have completed at least one year of course study towards an undergraduate degree at an accredited university or college and have demonstrated work experience and/or volunteer experience in an office setting. Applicants must be proficient in Corel WordPerfect Suite and/or MS Office Suite. General experience or knowledge of other software applications a plus. Applicants must possess excellent written and oral communication skills, and be customer-service oriented. Applicants should address these qualification requirements in a cover letter.

Duties: The incumbent will complete various assignments that include one or more of the following: 1) office clerical and reception work, 2) data entry and word processing, 3) sorting and processing mail, and making deliveries, 4) answering telephones, 5) compiling, organizing, and coding information for on-going USSC projects, 6) reading and analyzing documents to extract standardized sentencing information, 7) performing data tabulation and compilation tasks using computer software, 8) assisting with public affairs assignments, and 9) providing administrative

assistance as needed.

Office of Research and Data:

Qualification Requirements

Applicants who are interested in working in the Office of Research and Data must have completed two years of course study towards an undergraduate degree at an accredited university or college, to be considered. Applicants must have a good working knowledge of MS Word, PowerPoint, and Excel. Applicants must possess excellent written and oral communication skills, be customer-service oriented, and be able to work well in a team setting. Preference will be given to applicants who have: 1) completed course work in a field of study in sociology or a related social science, 2) successfully completed course work in statistics and/or methodology, or 3) experience on empirical social science research projects. Applicants should address their qualifications, and any preferred qualifications they possess, in a cover letter.

Duties:

The incumbent will assist research staff to: (1) compile, organize, and document research-related data files or case documentation, (2) read and analyze federal sentencing documents, submitted to the Commission by the courts and federal probation offices and extract standardized sentencing information, (3) collect and code information for on-going research projects, and (4) provide administrative assistance as needed.

HOW TO APPLY: Applicants must submit: (1) a **resume**, and (2) a **cover letter that specifically addresses the qualification requirements**. If you do not submit a cover letter that includes information about the qualification requirements with your resume, your application will not be considered. Please submit one set of application materials either by e-mail or mail.

To submit application materials via e-mail:

E-mail applications to Vacancy1@ussc.gov in (WordPerfect 7.0–13.0 or MSWord 2000–XP formats only).

Specify the vacancy announcement number and job title in the subject line of your E-mail.

To submit application materials by mail:

Send to: **US Sentencing Commission, Office of Human Resources, ATTN: Announcement #09-05, One Columbus Circle, NE, Suite 2-500, South Lobby, Washington, DC 20002-8002**

We do not accept application materials via facsimile. All application materials, sent via e-mail or mail, must be received by our Human Resources Office by **CLOSE OF BUSINESS (5:00 PM) on the closing date**. **Applications will be screened as they are received and interviews may be conducted before the closing date**. For additional information or a copy of this vacancy announcement, please visit our Internet web site <http://www.ussc.gov>. **Application and enclosure(s) will not be returned**. Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

AN EQUAL OPPORTUNITY EMPLOYER