Date: Opens: April 22, 2013 CLOSES: until filled

Subject: Student Administrative Assistant

Employment Location: U.S. Attorney’s Office, 709 West 9th St., Rm 937, Juneau

Wage: Unpaid Internship

Hours: Minimum of 20 Hours per Week (Office hours 8 am-5 pm, Mon.-Fri.)

The United States Attorney’s Office is seeking a student in good academic standing, able to work a minimum of 20 hours per week during the school year and 40 hours per week during the summer. The term of employment would be a minimum of one year, and preferably 1½ to 2 years, with satisfactory performance.

Responsibilities of the position involves general clerical assistance in a legal office setting. This is an excellent opportunity for any student who is interested in general office experience and/or exposure to the legal office setting. Basic office duties include word processing, typing, photocopying, various errands, filing and assembling of documents, supply room maintenance, miscellaneous office projects, and general receptionist duties.

The selected applicant must undergo a background investigation concerning police record, financial record, employment record, etc., in order to be considered for employment. This process takes approximately 8 to 12 weeks. Drug testing by urinalysis is required. In addition, students must be enrolled in at least six credit hours of college level courses. The Department of Justice is an equal opportunity employer.

Interested applicants must submit an application for federal employment and/or a resume to the above P.O. Box by ?, postmarked or delivered by the closing date to be considered for employment. Only applications postmarked by the closing date of the advertisement will be accepted. For more information, please contact Jack Schmidt at 796-0400.