

Student Trainee (Clerical)

DEPARTMENT OF JUSTICE

Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys

Middle District of Florida

Duties

[? Help](#)

If selected, you will provide general office support to one or more professional, program, or technical staff members in the United States Attorney's Office. You will receive formal and/or on-the-job training as needed.

Duties include:

- Answering telephones and referring callers to staff members or taking messages as appropriate;
- Operating a copy machine;
- Collating and stapling materials;
- Sorting and arranging material for filing in alphabetical, numerical, or chronological order;
- Locating and retrieving materials;
- Stocking forms and other office supplies; and
- Making recurring and special messenger trips as necessary.

Ensure your resume focuses on the skills needed for each position you apply for.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Qualifications

- **Grade Point Average:** You must have at least a 2.5 GPA.

General experience is defined as progressively responsible clerical, office, or other work that indicates the ability to perform the duties of a student trainee (clerical). Examples of general experience include: answering an office telephone and referring calls to appropriate staff; filing material in alphabetical, numerical or chronological order; operating a copying machine; collating and stapling materials.

GS-03: To be eligible at the GS-3 level, you must have: at least 6 months of general experience; or one (1) year of education above the high school level; or a combination of both general experience and education as explained below. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

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Demonstrate these skills with examples in your work experience.

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the Occupational Questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. If it is determined you meet minimum qualification requirements you may be referred to the selecting official or if Veterans' Preference must to be adjudicated, your application will be placed in one of three grouping categories: **Best Qualified, Highly Qualified, or Qualified**. Within each of these groupings, applicants eligible for Veterans' Preference will receive selection priority over non-veteran preference eligibles. All CP/CPS preference eligibles that meet minimum qualification and eligibility requirements will be included in the "Best Qualified" grouping.

You will be rated on the following Competencies:

Listening, Manages and Organizes Information, and Technical Competence

Go to [OPM Website](#) for the definition of each competency.

The Occupational Questionnaire will take you approximately 10 minutes to complete.

Most job postings have an Occupational Questionnaire.

Be sure to review prior to submitting your documents.

Nigel Night Hawkins

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Student Trainee (Clerical) – Executive Office for U.S. Attorneys / Office of the U.S. Attorneys Announcement Number: 25-FLM-12804385-PP

EDUCATION

Bachelor of Arts – Political Science, Minor in Japanese Language

Expected Graduation – **05/20XX**

University of North Georgia, Gainesville, GA

GPA – 3.7

President's List: Spring 20XX, Fall 20XX

Dean's List: Spring 20XX, Fall 20XX

Academic Scholarship – Maintained Zell Miller Scholarship for high academic achievement

SKILLS

Technical - Microsoft Word, Excel, PowerPoint, Canva, Google Docs / Slides

EXPERIENCE

Student Ambassador, University of North Georgia, Gainesville, GA

08/20XX – Present

15 hours/week

- Contact prospective students via phone and email to verify registration information and promote upcoming tours; efficiently file up to 100 student documents in alphabetical order and ensure documents are kept confidential
- Input student data into MS Excel and retrieve information for admissions staff; safeguard personally identifiable information by saving electronic files in secured MS OneDrive and provide access only to authorized personnel
- Lead weekly informational tours for up to 30 people and educate prospective students and parents regarding college experiences, academic opportunities, resources available to students, and how students can be successful at the university
- Train new student ambassadors by communicating the university's policies, procedures, and expectations; ensure new staff understand how to lead groups, effectively communicate, and resolve problems
- *Recognized by management* for "... consistently representing UNG in a professional, positive, and enthusiastic manner while diligently following office policies to maintain strict confidentiality..."

Member, UNG Debate Team, University of North Georgia, Gainesville, GA

08/20XX – Present

10 hours/week

- Research legal, political, and policy issues to develop evidence-based arguments, sharpening skills in analyzing statutes, precedent, and current events
- Compose structured briefs and debate cases with an emphasis on clarity, logical organization, and persuasive reasoning
- Practice delivering arguments in competitive settings, demonstrating poise, professionalism, and responsiveness under pressure

Member, Political Science Student Association, Gainesville, GA

01/20XX – 12/20XX

5 hours/week

- Meet weekly with students to discuss current event topics ranging from political discourse, free speech, economic concerns, and the effects of AI in college
- Ensure discussions are respectful, stay focused on the topic, and each person is heard

Lead Japanese Tutor Assistant, University of North Georgia, Gainesville, GA

08/20XX – 05/20XX

15 hours/week

- Oversaw training of five new student tutors for the Japanese language program; ensured students had access to scheduling system, understood department expectations, and followed university procedures regarding confidentiality and student conduct
- Answered language lab phone, and directed calls to the appropriate personnel and wrote messages when necessary; assisted students with rescheduling appointments and communicated updated schedules to tutors
- Tutored up to 20 students weekly who were learning Japanese 1101 – 2101; clarified complex grammar points and assisted students with pronunciation skills
- Created flyers using Canva and made multiple copies on office copier; reviewed materials for accuracy and stapled handouts when appropriate; adept at using copy machine to collate, staple, and organize numerous documents
- Stocked office supplies to help staff easily locate materials; instructed new staff members regarding how to organize and secure supplies such as copy paper, post-it notes, iPads, and other high-value items; made special trips to the university post office to retrieve shipments of office supplies

COMMUNITY INVOLVEMENT

Volunteer, TLC Humane Society, Dahlonega, GA

05/20XX – Present

5 hours/week

Volunteer, Georgia Mountain Food Bank, Gainesville, GA

01/20XX – 06/20XX

10 hours/week

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USA Jobs states you need to include your full name, email, and phone number.

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Include the job title. You don't need an Objective statement or Summary section.

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Expected Graduation – **05/20XX**

If the job announcement asks for academic achievement, be sure to list it if you have it.

SKILLS

Technical - Microsoft Word, Excel

The red circles indicate the skills addressed in the resume that are from the announcement.

EXPERIENCE

Student Ambassador, University of North Georgia, Gainesville, GA

15 hours/week

In a federal resume, you need to include the number of hours you worked per week.

- Contact prospective students via phone and email to verify registration information and promote upcoming tours; efficiently file up to 100 student documents in alphabetical order and ensure documents are kept confidential
- Input student data into MS Excel and retrieve information for admissions staff; safeguard personally identifiable information by saving electronic files in secured MS OneDrive and provide access only to authorized personnel
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USA Jobs Resume Resources:

<https://help.usajobs.gov/faq/application/documents/resume/page-limit>

<https://help.usajobs.gov/faq/application/documents/resume/what-to-include>

What should I not include in my resume?

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, sex, religious affiliation, etc.
- Encrypted and digitally signed documents

What file type should I use?

Your resume must be 5 MB or less. We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. We also accept GIF, JPG, JPEG, PNG, RTF, TXT, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files. Use a standard 8.5x11-inch size for your document.

We recommend using a sans-serif font size like Lato, if available. Other recommended options are Calibri, Helvetica, Arial, Verdana, Open Sans, Source Sans Pro, Roboto or Noto Sans. Make your page margins 0.5 inches. Consider using 14-point size font for titles and 10-point for the main text in your resume.