

DoD SkillBridge Internship

Army Career Skills Program (CSP)

Staff Assistant (GS-7 & GS-9)

U.S. Customs and Border Protection (CBP)

Multiple Locations (see below)

Salary: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/general-schedule/>

IMPORTANT NOTE: This opportunity is **OUTSIDE of USAJOBS** and **ONLY** open to Army CSP & DoD SkillBridge eligible candidates who are **AT LEAST 11 months AWAY** from military separation and qualified for the below opportunity.

LOCATIONS

Del Rio, TX

Seattle, WA

Washington, DC

Boston (MA)

MAJOR DUTIES AND RESPONSIBILITIES

In this Staff Assistant position, you will join a team of legal professionals within OCC. A Staff Assistant intern will be provided the opportunity to engage in mission support spanning OCC's business functions, and diverse matters within CBP's legal portfolio. This opportunity will provide the service member with familiarity, specialized knowledge, and experience beneficial to employment within CBP's Office of Chief Counsel.

In this position, you will become a key member of the legal team for the Office of The Chief Counsel. Typical work assignments include:

Providing administrative support to the Office of Chief Counsel;

Creating, updating and maintaining procedures to include work schedules, time and attendance, scheduling meetings, acquisition and safekeeping of supplies and equipment, records management, system inquiries, case support, case tracking, and a variety of special projects;

Receiving, routing, and responding to and coordinating official correspondence, tracking and following-up on project deadlines, arranging for briefing materials, and organizing meetings and conferences;

Monitoring, advising and taking action on office administrative needs, such as, replenishing or replacing office supplies and equipment, preparing and updating reports using various databases and automated systems, and responding to data calls and taskers; and

Identifying operational trends and problems (i.e. demand for supplies, inadequate storage, etc.), and researching, recommending and advising management on potential administrative shortfalls and recommends solutions.

How to Apply:

Email Jeffrey.R.Jack@cbp.dhs.gov with **SUBJ: CBP – DoD SkillBridge, Army CSP – Staff Assistant - OCC - Location Desired From List.**