

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ALABAMA  
PROBATION OFFICE**

***VACANCY ANNOUNCEMENT***

**Announcement No.: 2016-08**

**Date: November 2, 2016**

**Title: Probation Services Administrative Assistant**

**Classification Level: CL-24**

**Salary Range: \$35,470 to \$57,561**

**Location: Huntsville, AL**

**Closing Date: November 23, 2016**

**Location Expenses: Funds Not Available**

**NOTE: This position is a one year and one day appointment, with potential for extension or conversion to permanent status without further competition. Incumbent is eligible for health insurance, life insurance, flexible spending accounts, federal holidays, annual and sick leave and periodic pay increases. Social Security deductions will be withheld as part of Federal Employees Retirement System.**

**INTRODUCTION**

The Probation Services Assistant provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

**DUTIES AND RESPONSIBILITIES**

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.

- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide backup reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.
- Perform other duties as assigned by the Chief U.S. Probation Officer.

## **QUALIFICATIONS**

To qualify for the position of Probation Services Assistant, the incumbent must possess a high school diploma or equivalent and two years of general experience and one year of specialized experience. A Bachelor's Degree is preferred.

### **GENERAL EXPERIENCE**

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

### **SPECIALIZED EXPERIENCE**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions,

social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

### **EDUCATIONAL SUBSTITUTION**

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **SELECTIVE FACTORS**

The successful candidate for this position must possess the following:

- Skill in properly referring/routing telephone calls, visitors, and hand-delivered documents/materials.
- Skill in filing and knowledge of filing requirements.
- Skill in spelling, grammar, and proofreading.
- Ability to file, extract, and re-file documents accurately and appropriately.
- Ability to follow detailed instructions and multitask.
- Skill in organizing own work.
- Ability to apply probation policies, procedures, practices, and guidelines.
- Ability to learn the practices and procedures used in probation as applicable to the position.
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds, including law enforcement personnel, court personnel, attorneys, offenders/defendants, and the general public, to provide customer service and information while complying with regulations, rules, and procedures.
- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation.
- Skill in using a multi-line telephone efficiently and in a timely manner.
- Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.).
- Skill in keyboarding, typing, and data entry.
- Ability to learn how to use automated/internet systems for conducting criminal records checks.

### **APPLICATION PROCEDURE**

To receive consideration, qualified applicants must submit prior to the close of business **on November 23, 2016**, a letter of interest which includes a summary of specific qualifications and relevant experience for this career position. In addition, all candidates for this position must submit

a resume with three professional references, and a copy of their most recent performance appraisal, if available.

It is preferred that application materials be emailed as one document in PDF, Word, or WordPerfect format to [resumes@alnp.uscourts.gov](mailto:resumes@alnp.uscourts.gov). If mailing, fax, or hand delivering, application materials must be received prior to the close of business on November 23, 2016, at the following address:

David A. Russell  
Chief U.S. Probation Officer  
Robert S. Vance Federal Building  
1800 Fifth Avenue North, 2<sup>nd</sup> Floor  
Birmingham, AL 35203  
Fax Number: (205) 716-2970

**REQUIRED CLEARANCES:** Successful applicants will be required to submit to a background clearance which includes fingerprinting.

**DISCLOSURES:** Only qualified candidates will be considered for this position. Applicants selected for further consideration will be contacted.

Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e, Direct Deposit).The Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**

