

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF PENNSYLVANIA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW**

POSITION: UNITED STATES PROBATION CLERK

LOCATION: Scranton, PA

STARTING SALARY*: Classification Level CL-23 (32,019 to 52,053)
*Starting salary depends on education and experience.

CLOSING DATE: February 12, 2016. Applicant packages must be received by 5:00 pm on the closing date to be considered.

ANNOUNCEMENT NO: 2016-02

IMPORTANT NOTE:

The starting salary is dependent on qualifications and experience. The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

JOB SUMMARY:

This position is located in the Scranton Probation Office of the U.S. District Court. The Probation Clerk will provide administrative support to the officers. This is a full-time position with full benefits provided.

REPRESENTATIVE DUTIES:

Provide clerical support and assistance for the probation officers (i.e., Court Unit, Supervision Unit, Presentence Unit, Pretrial Services Unit. and reception). Under the general supervision of a Supervisory Probation Officer, the incumbent's duties and responsibilities may include any or all of the following:

- Formats, types, and edits reports developed by officers, often within a short period of time. Reports include presentence reports, violation reports, and any other investigative reports for the court. With direction of the officer or supervisor, prepares petitions, orders, and papers essential to probation and parole supervision. Prepares letters, memoranda, recurring reports, and forms. Composes routine correspondence for officers.
- Organizes case folders, performs data entry, and maintains control logs. Uploads documents into PACTS system.
- Receives, prioritizes, and routes all incoming materials from within the court to appropriate individuals in the office. Receives, screens, and routes incoming and

outgoing mail to appropriate persons or offices; and, processes mail requiring special handling.

- Tracks and processes monthly supervision reports and maintains a file tracking system.
- Scans, copies, stamps, and locates files and documents.
- Assists in conducting criminal records checks through local or national law enforcement databases.
- Provides a list of delinquent reports to officers and transmits letters to offenders concerning delinquent reports.
- Makes appointments and maintains calendars for officers.
- Performs receptionist duties by greeting visitors, counsel, and clients in person or on the telephone, answers routine questions, responds to and processes over-the-counter inquiries, and directs visitors and callers to the appropriate person or department.
- Performs other duties as assigned.

QUALIFICATIONS:

The minimum requirements for consideration for this position are as follows:

- High school graduate or equivalent.
- One year of specialized experience. This is progressively responsible experience that is closely related to the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties for the position.

The successful applicant must:

- Possess good multi-tasking skills and have strong interpersonal/verbal communication skills.
- Be a team-player and flexible in a changing environment.
- Possess good computer skills, utilizing word processing and database applications.
- Maintain confidentiality and practice a good work ethic.
- Be customer-service oriented and present a professional and capable persona.

Benefits

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years

- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan
- Eligibility for private long term disability plan options
- Credit for prior government service

Reasonable Accommodation

If an applicant requires a reasonable accommodation for any part of the application process, please notify the Human Resources Specialist at (570) 207-5844.

How To Apply

Please forward your application package to:

United States Probation Office
 Attention: Office of Human Resources (Job Announcement #16-02)
 P.O Box 191
 235 North Washington Avenue - Room 107
 Scranton, PA 18501 - 0191

To be assured consideration for this position, all required documents listed below must be included in your application package. You must reference the vacancy announcement number in your letter of application.

1. Letter of application that describes your interest in pursuing this position;
2. Completion of the form AO-78-Federal Judicial Branch Application of Employment; The application can be accessed at:
<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
3. Résumé with three references;
4. Copies of two most recent performance based evaluations.

Please note the following information:

- » The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.
- » Candidates progressing beyond the initial interview phase may be tested for eligibility.
- » Only applicants who are interviewed in person will receive a written response regarding their application.
- » The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants.

The United States Probation Office is an Equal Opportunity Employer