

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

POSITION: Probation Clerk

LOCATION: Scranton, PA

STARTING SALARY*: Classification Level (CL) 23 (\$39,958 to \$64,962)
*Starting salary depends on education and experience

CLOSING DATE: Applicant packages must be received by email (singular PDF document), mail, or hand delivered to our Scranton, PA office by 5:00 p.m. on Wednesday April 30, 2025, to be considered.

ANNOUNCEMENT NO: 2025 - 06

IMPORTANT NOTE:

This vacancy announcement will be used to fill a position in our Scranton, PA office. The specific duties assigned may change based upon the needs of the office.

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 in the United States Probation Office in Scranton, Pennsylvania. The incumbent provides clerical and technical support to the probation officers to ensure the smooth and efficient operation of the office.

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 or Assistant Deputy Chief Probation Officer, the incumbent's duties and responsibilities may include any or all 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.

- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and process mail requiring special handling.
- Tracks and processes monthly supervision reports and maintains a file tracking system.
- Scanning, copying, stamping, and locating 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 defendants/offenders concerning delinquent reports.
- Makes appointments and maintains calendars for officers.
- Perform receptionist duties by greeting visitors, counsel, and clients in person or on the telephone, answering routine questions, responding to, and processing over-the-counter inquiries, and directing visitors and callers to the appropriate person or department.
- Performs other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Court Operations

- Knowledge and skill in the use of personal computers and software applications in order to prepare reports and correspondence. Ability to adjust to ever-changing technology.
- Good knowledge of office procedures, practices, processes, and mission. Ability to organize and prioritize work and work under the pressure of short deadlines. Ability to learn office and organizational roles and responsibilities. General knowledge of the criminal justice system and specific knowledge of probation, pretrial services, sentencing guidelines, and the supervision process.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to contribute to the smooth and efficient operation of the office by performing a variety of clerical duties and responsibilities, ensuring strict accuracy and adherence to the applicable policies, regulations, and protocols.

Factor 3 – Complexity and Decision Making

The tasks performed take some time to learn the governing policies and procedures and may vary daily. While most aspects of the incumbent's work are standard, some aspects of the work require high skill levels and present challenges in handling a variety of persons, problems, and subject areas. Meeting required deadlines and maintaining concentration with continuous interruption is a demanding aspect of the job. The incumbent makes decisions based on well-defined policies, standards, and procedures and refers unusual circumstances to the clerical supervisor or to a more senior-level staff person. Deadlines guide priorities, but the incumbent, with the assistance of the clerical supervisor, establishes the order of the work.

Factor 4A – Interactions with Judiciary Contacts

Incumbent has daily contact with persons within the Probation Office and other court unit staff for the purpose of providing routine clerical support.

Factor 4B – Interactions with External Contacts

The incumbent has daily contact with law enforcement personnel, attorneys, and outside agencies for the purpose of exchanging information and providing basic customer service and assistance.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Incumbent has daily contact with persons with violent backgrounds. Moderate lifting may be required when assisting in the assembling of records for transfer to storage. Occasional work outside of normal business hours is required. Occasional travel inside and outside the Middle District of Pennsylvania is required.

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.

Preferred Skills and Qualifications:

- Preference will be given to those candidates with higher education including the completion of a college degree from an accredited university.
- Possess good writing and oral communication skills and the ability to work independently.

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 orientated with users. Present a professional and capable persona to ensure trust and reliability in what they are saying and telling their users to do.

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

Applicant packages must be received by email (singular PDF document), mail, or hand delivered to our Scranton, PA office by 5:00 p.m. on Wednesday April 30, 2025, to be considered.

United States Probation Office
 Attention: Office of Human Resources (Job Announcement #2025 - 06)
 235 North Washington Avenue
 P.O. Box 191
 Scranton, PA 18501

Email to: PAMPML_HR@pamp.uscourts.gov

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:
https://www.pamp.uscourts.gov/sites/pamp/files/AO_078.pdf
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.

Posting may be viewed at:
<http://www.pamp.uscourts.gov/career-opportunities>

The United States Probation Office is an Equal Opportunity Employer