



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE Eastern District of Oklahoma

POSITION

Probation Services Assistant
[Clerical Position]

LOCATION

Muskogee, OK

SALARY/TARGET

Starting: 38,694 CL-24 Salary
Dependent upon
qualifications. Career Ladder
with promotion potential to
CL25, CL26 without
competition

OPENING DATE

December 1, 2021

CLOSING DATE

Open until filled

ANNOUNCEMENT

No. 22-01

POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office, Eastern District of Oklahoma, is accepting applications for a Probation Services Assistant. 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.

Representative Duties:

- 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 reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

QUALIFICATIONS

Starting salary depends on education and experience. This position is graded under the Court Personnel System. The successful applicant must be a high school graduate (or equivalent) and must have a minimum of one year of specialized experience equivalent to work at the CL-23 level.

Specialized experience is 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.

Applicant must also have the following abilities:

- * Ability to communicate effectively both orally and in writing.
- * Skill in using personal computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.
- * Flexibility in adapting to workplace changes.
- * Ability to maintain confidentiality.
- * Ability to work in a team setting.
- * Ability to meet required deadlines and maintain tracking systems related to cases.
- * Ability to maintain concentration despite interruptions.
- * Ability to type.
- * Good knowledge of office procedures, practices, and processes.
- * Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- * General knowledge of the criminal justice system and legal terminology.

GENERAL INFORMATION

- * Applicants must be U.S. citizens or eligible to work in the United States and have a valid driver's license.
- * Work generally performed in an office setting. Some local travel may be required.
- * Incumbent may have contact with persons with violent backgrounds.

BENEFITS

- * Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service
- * A minimum of ten (10) paid holidays per year
- * Mandatory participation in the federal retirement system and social security program
- * Optional participation in the federal health insurance program of your choice
- * Optional vision and dental programs are offered
- * Optional participation in the flexible spending program for health and childcare
- * Optional participation in a group life insurance program
- * Retirement - Basic Benefit (FERS employees)
- * Thrift Savings Plan

HOW TO APPLY

Candidates wishing to apply for this position must submit:

1. Letter of application that describes their interest in pursuing this position and how their experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
2. Resume with references (with phone numbers)
3. Completed Application for Judicial Branch Employment (Form AO-78)
(Form can be found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)

The envelope containing these documents should be marked * **Confidential** * and addressed to:

Teresa Maddocks
Administrative Supervisor
United States Courthouse
P. O. Box 1645
Muskogee, OK 74402-1645
(or)

Emailed to: Teresa_Maddocks@okep.uscourts.gov.

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate. Applicants must be citizens of the United States or be eligible to work in the United States.

This position is subject to mandatory electronic direct deposit of salary payment.

The Probation Office provides reasonable accommodations to applicants with disabilities.

Only applicants who are interviewed in person will receive a written response regarding their application.

The United States Courts is an Equal Employment Opportunity employer.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.