

February 24, 2012
Position Announcement #12-01

NOTICE OF TEMPORARY POSITION VACANCY

**UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

The United States Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the temporary position of **Pretrial Services Receptionist**. This position will be filled as permitted by current budgetary constraints. **The term of this appointment will not exceed September 30, 2012.** The Pretrial Services Receptionist provides support to the office at the headquarter location in Chicago.

DUTY STATION: Chicago, Illinois
CLOSING DATE: March 9, 2012
SALARY: Classification Level CL21 - \$21,857 - \$35,518

PRIMARY DUTIES:

- * Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate staff person.
- * Check main phone line in the a.m. for messages and forward as needed
- * Manage incoming and outgoing mail
- * Maintain communication board by up-dating in the a.m.
- * Maintain copier room
- * Prepare folders for new intake
- * Distribute faxes
- * Maintain supply stock in mail room
- * Maintain all office directories
- * Record the weekend duty message every Friday/Holidays
- * Maintain the Office Visits Log daily
- * Perform other related duties as required

QUALIFICATIONS:

To qualify for this position, the applicant must be a high school graduate or equivalent. For placement at salary levels above minimum up to and including step 25 (considering any court-preferred skills and an evaluation of the quality of any general experience), one or more years of general office experience.

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The general office experience should include 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. General office experience may include some of the following:

- * ability to type
- * skill in using personal computers and software applications, specifically, use of Windows 2000, Excel, and WordPerfect 12
- * ability to communicate effectively in writing and orally
- * 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

In addition, the successful candidate should also possess the following:

- * ability to maintain confidentiality
- * ability to work in a team setting
- * ability to meet required deadlines and maintain concentration despite interruptions
- * fluency in Spanish is helpful, but not required

EDUCATION:

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals 9 months of experience.

TO APPLY:

Application must be made on government application Optional Form AO78. You must also complete the addendum, Optional Form OF306. Application forms may be accessed on line through the GSA Standard and Optional Forms link at www.FedForms.gov. Interested candidates should submit a cover letter and current resume (two page limit) with the application to the attention of **The Administrative Operations Supervisor - Confidential #12-01. U.S. Pretrial Services Office, 219 South Dearborn Street, Room 15-100, Chicago, IL 60604-1706**. Only complete application packets will be considered. Due to the volume of applications received, U.S. Pretrial Services will only communicate with those qualified individuals who will be interviewed. Applicants called for an interview will be given a written exercise/test. Completed applications must be received by close of business March 9, 2012.

U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a

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reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original applicant pool.

NOTICE TO APPLICANTS:

Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a background criminal record check before an employment offer is made. All new employees are subject to a one year probationary period from the date of hire. Direct Deposit is required for payment of compensation for employees. The courthouse is a smoke-free environment.

BENEFITS:

This position is temporary and therefore not eligible for all benefits normally available to employees in a full time position. Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, Federal employees of the Judicial Branch. In this temporary position, the incumbent will be entitled to some but not all of the same benefits as other federal government employees:

* A minimum of 10 paid holidays per year

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

