



## *Job Opportunity*

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**Position:** Probation Services Assistant (full time/temporary - at least one year and a day with potential appointment to permanent)

**Duty Station:** Rock Island, Illinois

**Salary:** CL 24 (\$34,356 - \$55,864)

**Opening Date:** March 26, 2012                      Closing Date: April 13, 2012

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This full time/temporary position is located in the Rock Island office of the U.S. Probation Office for the Central District of Illinois. The incumbent performs operational and administrative support to the U.S. Probation Officers.

**Representative Duties:**

- ◆ Conducts investigations to provide collateral information to districts preparing presentence reports on defendants.
- ◆ Supervise an administrative caseload.
- ◆ Formats, types, edits, and finalizes reports and correspondence developed by incumbent as well as by officers.
- ◆ Assists officers in compiling criminal histories.
- ◆ Assist officers with on-site drug testing.
- ◆ Maintains integrity of the database and filing systems.
- ◆ Processes both incoming and outgoing mail and facsimiles.
- ◆ Operates a variety of office equipment including computers, copier, scanner, and facsimile machine.

**Minimum Qualifications:**

Associates degree or two years of undergraduate education. One year of general clerical experience. Computer experience required.

**Strongly Preferred Qualifications:**

Specialized experience in the field of probation or law would be helpful. MS Word experience is preferred. The candidate selected must be a U.S. citizen or eligible to work in the United States.

**Salary:**

The annual starting salary will be CPS Pay Table 01 CL 24/01 \$34,356. Electronic Fund Transfer (EFT) for payroll deposit is required.

**Benefits:**

The incumbent will be eligible for all federal benefits including health insurance, life insurance, annual and sick leave, 10 paid annual federal holidays, as well as retirement benefits after applicable time period.

**Application Procedures:**

Qualified applicants must submit the following materials: Application Form (AO 78 which can be obtained at <http://www.uscourts.gov>, under the Library tab or call 217/373-5851 x-0), a cover letter, and a resume. Selectee will be subject to and must pass a background check/investigation as a condition of employment.

Submit the application materials to: Jackie K. Pope  
U.S. Probation Office  
201 S. Vine Street  
127 U.S. Courthouse  
Urbana, IL 61802-3348

Due to the anticipated volume of applications received, the U.S. Probation Office will only communicate with those applicants who will be tested and interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.