



**EASTERN DISTRICT OF WASHINGTON
U.S. PROBATION/PRETRIAL SERVICES OFFICE**

VACANCY ANNOUNCEMENT WAEP-2012-07

United States Probation/Pretrial Services Receptionist

Opening Date: April 1, 2012

Closing Date: April 15, 2012

Position Location: Thomas S. Foley U.S. Courthouse in Spokane, WA

Salary Potential: CL 22 (\$25,041 - \$40,727)

Position progression potential to CL 23 without further competition

The United States Probation and Pretrial Services Office in Spokane, Washington, is seeking an energetic individual to work as receptionist and clerical support to the probation and pretrial services officers. This position, as are all our positions, is a critical component to our organization's success, and requires a self-motivated person with a solid work ethic and excellent interpersonal skills. The incumbent must enjoy working in a fast-paced, challenging work environment.

DUTIES AND RESPONSIBILITIES: The probation receptionist performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Performs receptionist duties by greeting telephone callers and visitors/clients coming into the office;
- Answers routine questions, and directs callers/visitors/clients to the appropriate staff person;
- Assists persons reporting from prison or from court on reporting procedures;
- Scans and uploads documents into electronic case file;
- Formats, types, proofs and edits reports developed by the probation and pretrial services officers, often within a short time frame;
- Prepares case files for supervision and closes case files in accordance with established case management procedures;
- Receives and transfers case files to and from other districts;
- Conducts criminal record checks through local and national law enforcement computer systems;
- Assists officers in obtaining verification and information necessary in the preparation of investigative reports submitted to the Court;
- Enters statistical data into an automated case-tracking database;
- Makes entries to chronological records from information provided by officers through dictation;
- Reviews monthly supervision reports for completeness and updates the automated case tracking system;
- Incumbent has daily contact with persons with violent backgrounds;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- High school graduate or equivalent;
- Solid understanding of office procedures, practices, processes, and mission;
- Excellent oral and written communication skills;
- Ability to interact effectively, appropriately, and tactfully with a variety of people;
- Broad knowledge of proper grammar usage and the ability to edit efficiently;
- Proficient in organizing work to meet deadlines and detail oriented;
- Skill in using multi-line telephone efficiently and in a timely manner;
- Knowledge of computers and software for email and report generation. Skill in using standard office equipment such as copiers, fax machines, scanners, etc;
- Skill in keyboarding and typing;
- Flexibility in adapting and embracing workplace change.

COURT PREFERRED SKILLS:

- General knowledge of the criminal justice system, particularly as it relates to the Federal probation system.
- Proficient in use of computer and software programs.

EMPLOYEE BENEFITS: Judiciary employees serve under excepted appointments, not competitive civil service. Federal benefits include accrual of 13 to 26 days of annual leave per annum based on years of service, as well as 13 days of sick leave per year, and retirement benefits. There is optional enrollment in Federal health insurance, dental and vision insurance, life and disability insurance, long-term care, flexible spending accounts, and a Thrift Savings Plan, (similar to a 401K plan). There are 10 paid Federal holidays per year and access to an Employee Assistance Program (EAP). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

APPLICATION PROCESS

To be considered for this position, applicants must submit all of the following application materials:

- A cover letter of interest, summarizing your skills and abilities relevant to this position, along with current salary;
- An Application for Employment (AO-78, 10/09), which may be downloaded from www.waed.uscourts.gov or <http://www.uscourts.gov/FormsAndFees.aspx>.
- Your most recent performance evaluation;
- A summary of your time and attendance history;
- Reference this vacancy announcement number, WAEP-2012-07, in your cover letter. This vacancy announcement can be viewed at www.waed.uscourts.gov.

Applicant packets will not be considered complete unless all of the items listed above are included. If an item is not available, please indicate on the cover letter. Incomplete packets will be not be retained. Applicant's packets must be postmarked no later than April 15, 2012.

Submissions should be marked "confidential," and mailed to:

**U.S. PROBATION OFFICE
Attn: Human Resources
P.O. BOX 306
SPOKANE, WA 99210-0306**

Due to the anticipated volume of applications, only applicants selected to participate in the interview process will be notified. Those selected applicants will be tested on their knowledge, skills, and abilities. Reference and background checks will be conducted on final candidate(s). For further inquiry, please contact Human Resources Specialist Nancy Wideman at (509) 742-6317.

*The United States District Court for the Eastern District of Washington
is an Equal Opportunity Employer*