# U. S. PRETRIAL SERVICES AGENCY
# EASTERN DISTRICT OF CALIFORNIA
# POSITION VACANCY ANNOUNCEMENT
# #12-04

**OPENS: April 9, 2012**
**CLOSES: April 18, 2012**

**Position:** **ADMINISTRATIVE SUPPORT SPECIALIST (Permanent-Full Time)**

**Location:** Pretrial Services Agency, Sacramento, CA

**Classification Level/ Salary Range**: CL-25 ( $40,613 - $66,055)
Table 70 (Starting salary dependant upon experience and current salary)

**Long range potential promotional opportunity for this position: CL-26 without further competition**

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## DISTRICT

This position is located in the U. S. Pretrial Services Agency of the U. S. District Court and provides administrative support and assistance in the efficient management of the agency. The Eastern District of California includes 34 counties in the Central Valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno.

## POSITION INTRODUCTION

The administrative support specialist provides administrative and technical assistance to unit staff and management in areas that may encompass any combination of procurement, finance, budget, property management, and space and facilities to ensure the smooth and efficient management of the office. In accordance with approved internal procedures and policies, duties may include researching potential vendors; purchasing supplies, equipment, furnishings and services; maintaining service contracts; preparing purchase orders and delivery orders; managing and maintaining the clinical services database; accounts payable; estimating, obligating and managing specific funds; reviewing and processing travel claims; and assisting with special new space/construction projects.

## REPRESENTATIVE DUTIES

- Utilizes and ensures the integrity of the Clinical Services portion of the PACTS database which includes entering and frequently updating procurement, contract, rate and purchase order information to support the invoicing process. Performs annual clinical services database rollover; creates and maintains vendor files for each fiscal year according to policy. Serves office staff as a resource regarding the clinical services module in PACTS.
- Assists the drug aftercare treatment specialist with processing new vendor contracts; creates purchase orders and delivery orders; reviews and processes invoices, and prepares payment vouchers for of all monthly drug aftercare invoices; identifies and addresses billing errors; procures testing supplies for the office and vendors; acts as liaison with vendors and suppliers. Performs financial monitoring of the drug aftercare program, utilizing PACTS reports, the FAST financial system and local spreadsheets. Assists with estimating and obligating funds. Prepares monthly reports outlining status of funding.
- Assesses requests for office supplies, goods and services and ensures funding is available; assists with the procurement of equipment, supplies, furniture and services. Reviews invoices, prepares payment vouchers and monitors funds.
- Processes travel vouchers for local and out of district claims according to the Guide to Judiciary Policies and Procedures.
- Assists with space projects; researches potential vendors, orders supplies, services and/or furniture for new space.
- In line with the duties outlined above, the incumbent performs general office duties such as answering phones, filing, scanning, copying, data entry, and file archiving. Collaborates with, cross trains, and assists with back up

for the support staff team. Performs additional duties as required.

**QUALIFICATIONS**

To qualify for the position of Administrative Support Specialist, applicant must be a high school graduate or equivalent, preferably have two years federal experience equivalent to work at the CL-24 level; however, education gained from an accredited college or vocational school and/or related work experience may be considered in lieu of federal experience; strong verbal and written communication skills; a good knowledge of basic math, spelling, punctuation, and grammatical usage; must be a U.S. citizen or eligible to work in the United States. ***Applicants who are chosen for testing will be asked to provide a typing certificate indicating at least 45 WPM net.***

**PREFERRED SKILLS AND EXPERIENCE**

Progressively responsible experience in at least one, but preferably two or more, of this position's functional areas of bookkeeping, accounts payable, accounting, budget management, procurement, or database management that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position; strong general math skills and familiarity with spreadsheet application. Preference will be given to applicants with federal experience and/or exposure to the U.S. Courts. In particular, familiarity with U.S. Pretrial Services or U. S. Probation, the PACTS/Clinical Services database, the FAST financial system, WordPerfect, MS Word, Excel, and Adobe is preferred. Applicant must be detail-oriented with the ability to work under pressure and within recurring deadlines. Must possess the ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

**EMPLOYEE BENEFITS**

Employees of the U. S. Pretrial Services Agency are not included in the Office of Personnel Management's classification system. The United States Pretrial Services Agency falls within the Judicial Branch of the U. S. Government, and its employees are not civil service. They are, however, entitled to the same benefits as other Federal Government employees. Some of these benefits are:

- Up to 13 days paid vacation each year for the first 3 years of employment; up to 20 days each year until the 15th year of service; thereafter, up to 26 days each year. Sick leave is earned at 4 hours each pay period
- Participation in both the Federal Retirement Program (FERS) and tax-deferred Thrift Savings Plan, (TSP), similar to 401K, with employer matching contributions
- Voluntary participation in the Federal Health Insurance program of your choice
- Voluntary participation in the Federal Employee's Group Life Insurance program
- Up to 10 paid holidays per year
- Optional enrollment in the Federal judiciary employees' long-term care insurance, Flexible Spending Accounts and commuter benefits program
- Creditable time-in-service in other Federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

**APPLICATION PROCEDURES**

Interested applicants must submit the following documents to the address below:

- Cover letter
- Resume
- Form AO78 (Application for Judicial Branch Federal Employment - may be obtained @ www.uscourts.gov or www.google.com , type in AO-78
- Two most recent performance evaluations
- Two personal references

Failure to provide any of the application materials will result in immediate disqualification. Incomplete applications will

not be considered, retained or returned. Only one application per candidate will be accepted for this announcement.

Application materials may be mailed, faxed, had delivered, or emailed to the attention of:

Kathleen Poe
Administrative Manager
501 I Street, Suite 2400 Sacramento, CA 95814
(916) 930-4356 office
(916) 930-4355 fax
kpoe@caept.uscourts.gov

**CLOSING DATE: April 18, 2012**
**Applications received after the closing date will not be considered.**

- Pretrial office support staff (i.e., non-officer) employees are considered "at will" employees and, as such, can be terminated with or without cause by the Court.
- The person selected for this position may be subject to a background investigation and will be fingerprinted.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- The Pretrial Services Agency reserves the right to amend or withdraw any announcement without written notice to applicants.
- Only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- Neither reimbursement for travel associated with the selection process nor relocation expenses are authorized.
- 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 reasonably time of the original announcement, the Chief U. S. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

**THE PRETRIAL SERVICES AGENCY**
**IS AN EQUAL OPPORTUNITY EMPLOYER.**