



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

VACANCY ANNOUNCEMENT WAEP-2012-06

United States Probation/Pretrial Services Clerk

Opening Date: April 1, 2012

Closing Date: April 15, 2012

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

Salary Potential: CL 23 (\$31,009 - \$50,462)

Position progression potential to CL 24 without further competition

More than one position may be filled from this vacancy announcement.

The United States Probation and Pretrial Services Office in Spokane, Washington, is seeking an energetic individual to work as 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 clerk performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Formats, types, and edits reports developed by the probation and pretrial services officers, often within a short time frame;
- Prepares petitions, judgments, orders, and other court-related documents under the direction of an officer;
- Prepares letters, memoranda, and recurring reports and forms, insuring that all are proofread for grammar and punctuation;
- Organizes and prepares 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;
- Transcribes dictation, and scans and uploads documents into electronic case file;
- Assists with receptionist duties by greeting telephone callers and visitors/clients;
- Answers routine questions, and directs callers/visitors/clients to the appropriate staff person;
- Assists persons reporting from prison or from court on reporting procedures;
- Incumbent has daily contact with persons with violent backgrounds;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- High school graduate or equivalent;
- Two years general experience, which is 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;
- Solid understanding of office procedures, practices, processes, and mission;
- Excellent oral and written communication skills and detail oriented;
- Ability to interact effectively, appropriately, and tactfully with a variety of people;
- Excellent skills in grammar, spelling, and proofreading;

- Proficient in organizing work, multitasking, and ability to follow detailed instructions;
- Skill in using multi-line telephone efficiently and in a timely manner;
- Knowledge and skill in use of computers and software applications to prepare reports and correspondence;
- Skill in using standard office equipment such as copiers, fax machines, scanners, keyboard, etc;
- Proficient in typing and transcribing dictation;
- Ability to adapt to ever-changing technology and workplace change.

COURT PREFERRED SKILLS:

- Knowledge of the criminal justice system, particularly as it relates to the Federal probation system.
- Proficient in use of computers, software programs and transcription equipment.
- Technical or 2-year degree with legal/office emphasis or the equivalent clerical, office or work experience.

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, as well as your 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-2012-06, in your letter of interest. 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*

