

Commit to Excellence



UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE DISTRICT OF IDAHO

The United States Probation and Pretrial Services Office for the District of Idaho is accepting applications for the position of Administrative Assistant. There are five offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, Twin Falls and Pocatello. Assignment of all positions is at the discretion of the Chief Probation Officer.

Announcement Number: 2012-PR-02

Position Title: Probation and Pretrial Administrative Assistant
Part-Time Temporary Position (PTT)
Excepted Service. 20 hours per week.

Location: Coeur d'Alene, Idaho

Classification Level: Court Personnel System (CPS), CL-24

Salary Range: \$34,356 to \$55,864 annually (Table 01:RUS) Depending on Experience
* All salaries listed above are annual. This position is a part time 50% position and the salary will be 50% of amount listed.

Closing Date: Position open until filled. Preference given to applications received before close of business, May 4, 2012

NOTE: The Court reserves the right to cancel and/or modify this position announcement, as needed.

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office for the District of Idaho is accepting applications for the position of **Probation and Pretrial Administrative Assistant**. This position will be located in the United States Courthouse in Coeur d'Alene, Idaho. Probation and Pretrial Services Administrative Assistants provide specialized technical and administrative support to

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probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer.

The District of Idaho is an evidence-based practices District, and is committed to excellence in the fair administration of justice and to ensuring the safety of our community. As a partner in the national federal probation system, we are guided by the Charter for Excellence and the desire to ensure that each member of our team has an opportunity to develop their skills to their highest capability.

REPRESENTATIVE DUTIES:

- As needed, prepares petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates, notes, and dictation. Proofreads/edits presentence reports developed by officers. As required, records chronological entries.
- Prepares casework for statistical records and ensures entries are up to date by extraction deadline. Corrects any reported errors or omissions in data prior to final extraction. May run quality control reports to ensure accuracy of data entered.
- Electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Assists probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.
- Prepares and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contacts various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtains related records regarding offenders/defendants, following established practices and protocols. Prepares and updates case files for investigation and supervision units, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers. Maintain accuracy and completeness of official case records from opening to final disposition.
- Maintain calendars, arrange travel, and prepare travel vouchers for professional staff. Maintain paper and computerized records of urinalysis test results, and inform officers of test results. Maintain and mail tests to laboratories for confirmation.

- Maintain inventory of supplies. May enter invoices from vendors into database system; verifies accuracy of testing/treatment billing statements to ensure vendors are paid for requested services.
- Greets visitors/callers in person and by telephone, answers routine questions, directs visitors/callers to appropriate person. Advises offenders/defendants reporting from prison or from court as to officer assignment and procedures.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent, plus two years of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED SKILLS:

- A working knowledge of Microsoft Word, Excel, Windows and other software applications.
- The ability to file, spell, punctuate and use correct grammar. Tests may be administered.
- The ability to maintain confidentiality, work under deadline pressure or other stressful circumstances, and the ability to work harmoniously with others.
- Successful candidates must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds.

BENEFITS:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)

- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest**, **current resume**, and a **completed AO-78, Application for Federal Employment, form*** in person, by mail or by e-mail which must be received by 5 p.m. MST on Friday, May 4, 2012 to:

United States Probation & Pretrial Services Office
Attn: Julie Dunn, Human Resources
550 West Fort Street,
Boise, ID 83724
Careers@id.uscourts.gov
Emails accepted in PDF format

NO FAXES PLEASE

*Application forms (AO-78) are available on our website in fillable format at www.idp.uscourts.gov, or at our Boise office location. **Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or is late, you may not be considered for this position.**

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The District of Idaho requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Probation & Pretrial Services Office for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
IS AN EQUAL OPPORTUNITY EMPLOYER