



**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
PROBATION AND PRETRIAL SERVICES OFFICE**



KEVIN D. LOWRY
Chief Probation Officer
300 S 4th St., Ste. 406
Minneapolis MN 55415-1320
612-664-5400
FAX 612-664-5350

316 N Robert St., Ste. 600
St. Paul MN 55101-1465
651-848-1250
FAX 651-848-1255

515 W 1st St., Ste. 206
Duluth MN 55802-1302
218-529-3550
FAX 218-529-3546

619 Beltrami Ave. NW, Ste 100
Bemidji MN 56601-3066
218-333-8050
Toll free: 1-877-815-2531
FAX 218-333-8055

118 S Mill St., Ste. 304
Fergus Falls MN 56537-2576
218-739-0041 or
612-664-5410
FAX 218-739-0043

Reply to: **Minneapolis**

Executive Assistant to the Chief

Vacancy Announcement #2012-02

Position Type: Full-time - 40 hours per week; Regular

Position Location: Minneapolis, Minnesota

Posting Dates: August 5, 2012, until filled; Initial screening of applications will be August 20, 2012. Applications received by this date will be considered first.

Salary Potential: \$44,275 (CL26, Step 1) to \$79,073 (CL27, Step 61)
Salary is based on educational background and experience in accordance with the Court Personnel System.

Area of Consideration: Open to all sources

THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. There are field offices located in Bemidji, Duluth, Fergus Falls, and St. Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION

The U.S. Probation and Pretrial Services Office in the District of Minnesota is currently seeking a talented, full-time, permanent Executive Assistant for our Minneapolis Office. This challenging position is responsible for providing administrative/professional support to the Chief U.S. Probation Officer.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

An Executive Assistant to the Chief performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Professional support duties such as filing, editing, copying, formatting, inputting data, answering phones, assembling reports, research, and greeting visitors.

- Answers inquiries and provides assistance to various individuals as authorized.
- Maintains the Chief's calendar. Arranges meetings, conferences or other events, including notification to participants and logistical coordination.
- Assists the Chief with daily responsibilities of the office.
- Prepares letters, memoranda, and recurring reports and forms. Composes routine correspondence and ensures that all are proofread for grammar and punctuation.
- Makes travel arrangements for the Chief. Prepares travel payment vouchers.
- Develops data tracking systems to track case and monthly workload activity reports, as directed by the Chief.
- Prepares statistical summaries; reports; and data for internal use, as well as for Judicial Officers, the Administrative Office, and other agencies.
- Prepares meeting agendas and takes minutes.
- Disseminates communication to staff.
- Assists with the preparation of the Annual Report.
- Coordinates and facilitates advisory groups, working teams, and similar groups.
- Initiates and manages special projects.
- Prepares public relations presentation materials.
- Serves as liaison to the Administration and IT units.

QUALIFICATIONS

- BA degree. A BA may be substituted for 2 years of general experience. Paralegal degree may be substituted for 2 years of specialized experience. A BA/Paralegal Degree preferred.
- Three years of specialized experience and 2 years of generalized experience.
- Thorough understanding of office procedures, practices, processes, and mission.
- Ability to exercise mature judgment.
- Oral and written communication skills.
- Proficiency in organizing work to meet recurring deadlines.
- Ability to accurately and promptly give and receive information from individuals within and outside the Court.
- Knowledge and skill in use of personal computers and software applications to prepare reports and correspondence.
- Ability to adjust to ever-changing technology.

BENEFITS

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health insurance, dental and vision insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employer's matching contributions.

APPLICATION PROCESS:

To be assured consideration, submit all of the following application materials:

1. Cover Letter
2. Résumé
3. Application for Employment (AO78 form) - found on our website <http://www.mnp.uscourts.gov/hrforms.html> or by contacting the Human Resources Department at 612-664-5440.

Incomplete submissions will not be considered. Please reference posting number 2012-02 with submitted application materials.

It is preferred that application materials are submitted via e-mail to:
hr-mnprob@mnp.uscourts.gov.

Applications may also be forwarded to:

U.S. Probation and Pretrial Services Office
Attn: Human Resources Specialist (2012-02)
300 South 4th Street, Suite 406
Minneapolis, MN 55415-1320
Fax: 612-664-5416

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** Unsuccessful applicants will not receive notice.

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may select a candidate from the qualified applicants.

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. All appointments are subject to FBI Fingerprints and background investigation, including credit checks and criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. This position is subject to mandatory Electronic Fund Transfer (Direct Deposit) participation for payment of net pay. Regular (permanent) hires for this position shall serve a probationary period of six months.

An Equal Opportunity