

**UNITED STATES PROBATION OFFICE
District of Colorado
1929 Stout Street
Denver, Colorado 80294**

EMPLOYMENT OPPORTUNITY

Position Title: **Probation Clerk**

Announcement Number 2012-11-USPO

Opening Date: September 26, 2012

Open until filled: with preference given to candidates that apply by October 12, 2012

Grade: Classification Level 23/01 - Classification Level 23/22

Starting Salary Range: \$33,280 - \$40,587

Starting salary commensurate with work experience, education, and court preferred skills. Previous federal government service or professional background providing extensive court preferred skills may qualify an applicant for salary placement above step 01.

This position has promotional potential to CL 24 after successful completion of one year at CL 23 with acceptable performance ratings.

**Applicants who previously applied for
2012-10-USPO will automatically be considered in 2012-11-USPO.**

Introduction

This position is located in the U.S. Probation Office in downtown Denver, Colorado. The position provides secretarial support services for the officer staff. This position is directly supervised by the Supervising Support Specialist. The ideal candidate will have experience and qualities as follows: progressively responsible clerical and professional office environment background, job history that indicates longevity, customer service experience, organized and detail oriented, accountability for work product, excellent communication skills (written and verbal), professional demeanor, mature, friendly, self-motivated, flexible and tactful when working under pressure in a team environment. The Probation Office is seeking a pleasant, cheerful and motivated professional with experience in dealing with others in a team environment.

Representative Duties (these representative duties are intended to provide generalized examples of duties and responsibilities that may be performed by Probation Clerks. These representative duties are not intended to reflect all duties performed by Probation Clerks):

Assists in providing services to the U.S. Probation Office in the following areas:

- Formats and edits reports developed by officers, often within a short period. Reports include presentence reports, pretrial services reports and violation reports for the Court, and preliminary interview reports for the U.S. Parole Commission. Independently, or with direction, prepares judgments, petitions, orders, and papers essential to pretrial services, probation and parole supervision. Prepares other letters, memoranda, recurring reports and forms. Composes routine correspondence for officers.
- Scans, stores and transmits data electronically to the Federal Bureau of Prisons, U.S. Sentencing Commission, and residential reentry center.

- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case file and statistical data into automated databases. Initiates statistical transactions and apprises officers. Receives and transfers case files from other districts. Conducts criminal record checks through local or national law enforcement files. Also assists officers in performing investigations for own and other districts by accessing NCIC/GGCC. Prepares investigative files and enters data into case tracking system. Makes entries to chronological records in supervision case files, either from direct communication or from information provided by the officer.
- Answers and screens telephone calls and visitors. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Directs persons reporting from prison or from court as to officer assignment and reporting procedures.
- Performs related duties as required.

Required Qualifications

- High school diploma or equivalent
- Typing speed of 70 wpm with at least 80% accuracy
- Familiarity with Windows Operating System
- Familiarity with automated word processing systems (i.e., WordPerfect or Microsoft Word)
- Ability to lift boxes (up to 20 lbs.) and occasional moving of furniture/equipment

Court-preferred Skills

- Familiarity with Word Perfect (version 9,10,12 or X3)
- Previous experience within a legal environment, providing secretarial support

The ideal candidate will have experience and qualities as follows: History and personal characteristics that indicate integrity, leadership, strong work ethic, organized and detail oriented, accountability for work product, excellent communication skills (written and verbal), professional demeanor, mature, friendly, self-motivated, flexible and tactful when working under pressure in a team environment.

Only qualified applicants satisfying required qualification standards as specified in the vacancy announcement will be considered for an interview for this position.

If this application process is open to internal and external candidates: All applications received will be evaluated as one pool of applicants in review of employment experience, education, knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement. Applicants selected for interviews will be subject to a skills assessment process.

Applicants that do not submit all required materials, as stated in the How to Apply section of the vacancy announcement, will not be considered.

This vacancy may be cancelled without notice, multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the court unit executive. An internal reassignment opportunity announcement does not preclude a future external posting of the same position if determined necessary by the Court Unit Executive.

Promotional potential for positions as indicated on the announcement are based on a successful probationary period, consistently meeting expectations of the position when evaluated through the performance management plan, and overall accretion of duties and responsibilities. The promotional potential is not considered a vacancy but is considered a career ladder strategy and will therefore not be posted as a recruitment opportunity. Promotions may occur due to accretion of duties and are not subject to a recruitment opportunity.

Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive.

The successful candidate will be placed within a mandatory one-year probationary period. Internal candidates selected for a posted vacancy or reassignment opportunity will be placed within a mandatory 6-month probationary period. Before being eligible for the stated promotional potential of the position, performance must be at an acceptable level and a successful probationary period must be completed. Probationary periods may be extended with approval of the Court Unit Executive. Promotional actions are earned and are not to be considered as entitlements.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking; the U.S. Courts provide each permanent employee with an RTD EcoPass. This EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see www.cod.uscourts.gov for overview of federal benefit package.

Electronic Funds Transfer (direct deposit) of pay is required.

Telework options are based on the court unit's local policy, court needs, and established guidelines.

As a condition of employment, the selected candidate must successfully complete a background check or investigation. Retention in the position will depend upon a favorable suitability determination. Employment will be considered provisional until background check is completed and favorable suitability is determined.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

The federal courts are Equal Employment Opportunity employers.

