

**The United States District Court
Southern District of Florida
Probation Office**

Position: Supervisory Probation Clerk (*Office Manager*)

Announcement No: 2015-PRB-06(WPB)

Work Schedule: Full-Time (Permanent)

Location: West Palm Beach, Florida

Salary Range: (CL26) 44,650 - \$72,625 Annually

Opening Date: October 20, 2014

Closing Date: October 31, 2014

Position Overview

This position supports two office locations, 501 S. Flagler Drive, Suite 400 and 101 South U.S. Highway 1, Ft. Pierce, FL. Manages office procedures for Court Services, Pretrial, and Supervision Services and insures clerical coverage. Provides clerical and technical assistance to Supervising Probation Officers. Acts as a link to the Operations Team and Senior Management, carrying out district policies and procedures and disseminating information to the staff. Supervises support staff at both locations, providing direction, guidance, and training. Assigns work to support staff and distributes workload. Prepares performance evaluations. Responsible for office operations and office maintenance, i.e., mail, furniture, inventory, budget, records, FRC, and internal controls. Acts as a contact to building management and other vendors for repairs and maintenance. May also perform other administrative tasks and assist with special projects as needed. Traveling is required.

Qualification Requirements

A minimum of three years progressively responsible experience in administrative, supervisory, professional, or legal work which provided an opportunity to acquire and utilize a knowledge of managerial principles, policies and practices. Excellent general computer skills required. Requires excellent knowledge of computer applications in use, as well as, good knowledge of functions and processes for Probation. Good attendance and punctuality are required. Must adhere to Judiciary Code of Conduct and Maintain Confidentiality.

Personal Characteristics

Successful candidate should be a self-starter, mature, responsible, poised, possess tact, good judgment, initiative, and work harmoniously with others in a total quality, team-based organization and communicate effectively, both orally and in writing. This position requires excellent organizational skills.

Organizational Relationship

This position is assigned to the United States Probation Office in the Fort Lauderdale Courthouse the 299 Building and reports directly to the designated Supervising U. S. Probation Officer.

Benefits

Employees of the United States District Court serve under “Excepted Appointment” and are considered “At-Will” employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed. This is not applicable to current Southern District of Florida employees.

To Apply

Qualified applicants must apply electronically by submitting the following:

- Current detailed resume’
- **AO78 Application for Judicial Branch Employment**

These documents must be emailed to: flsd_hrmail@FLSD.uscourts.gov, indicating the vacancy announcement number **2015-PRB-06(WPB)** in the subject line. Please note that detailed resumes cannot be substituted for a fully completed Application for Judicial Branch Employment, and failure to adhere to the specific instructions will disqualify applicants from further consideration in the selection process.

The AO78 Application for Judicial Branch Employment is available on the Court’s public website at www.flsd.uscourts.gov.

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Only qualified applicants will be considered for this position.

Applicant Must be a U.S. Citizen or eligible to work in the United States

Those applicants selected for further consideration will be subject to skills testing.

The Federal Court practices zero tolerance for illegal drug use.

**THE UNITED STATES DISTRICT COURT, PROBATION OFFICE
IS AN EQUAL OPPORTUNITY EMPLOYER**