

**The United States District Court
Southern District of Florida
Probation Office
(Amended) Notice of Vacancy**

Position: Probation Clerk

Ann - No: 2015-PRB-08

Work Schedule: Fulltime/Temporary, 1 year 1 day appointment *

Location: Offices in Miami-Dade, Broward, West Palm Beach, and Ft. Pierce

Salary Range: (CL 23) \$33,163 - \$41,454 (salary commensurate with experience)

Opening Date: December 23, 2014

Closing Date: Open Until Filled – Applications received by January 9, 2015 in first review.

*NOTE: These temporary positions may conclude earlier without advance notice.

Position Overview

Incumbent provides administrative support to maintain office operations. Supports U.S. Probation Officers, with clerical, analytical, and technical skills, but not limited to the following: Assists officers in preparing documents for Court, to offenders and to other agencies; typing, editing, formatting, and distributing confidential correspondence. Proofreads and makes corrections in grammar, spelling and punctuation. Prepares petitions, orders, letters, memoranda, other correspondence, and recurring reports, forms and pre-sentence reports. Organizes and prepares new case files for officer's and the court. Using electronic submission procedures transmits appropriate documents to the USSC and BOP. Receives and transfers case files to other districts. Prepares and maintains files in proper order and enters data into local and national tracking system. Calculates and maintains probation officer's travel vouchers and file. Rotates receptionist and mail duties with other support staff, and provides backup to other staff, as required. Uses various data bases to research and enter case information. Prepares documents for distribution by photocopying, scanning, faxing, mailing and provides all other general duties.

Qualification Requirements

Minimum one year of progressively responsible administrative experience which provided a good understanding of the functions in an office setting, with primary focus on preparing documents and correspondence timely and independently; conducting research and maintaining accurate and up-to-date information in case files; providing clerical, analytical, and technical support while maintaining confidentiality. Ability to interact tactfully in an environment with daily contact of supervised offenders, following safety procedures while demonstrating sound ethics and good judgment. **Requires excellent computer skills. Must possess strong organizational and excellent communication skills. Must have the ability to learn legal terminology. Must be multi-task oriented to balance the demands of varying workloads, responsibilities and deadlines. Excellent attendance and punctuality required. Must adhere to Judiciary Code of Conduct and Maintain Confidentiality.**

Personal Characteristics

Successful candidate should be: mature, responsible, poised, possess tact, good judgment, initiative, and maintain a professional appearance and demeanor at all times. Candidate must have the ability to meet and greet the public in a professional and pleasant manner. Must be able to work harmoniously with others, and communicate effectively. Must be flexible and be able to adapt to unanticipated needs and problems. **Must be in good physical conditions and able to lift boxes up to 40 lbs.**

Organizational Relationship

These positions are assigned to the United States Probation Office in the Miami-Dade, Broward, and Palm Beach Offices, and reports to the Supervising U.S. Probation Officer in their duty station.

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.

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 calendar year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

How To Apply

Qualified applicants should submit by Email a completed [Application for Judicial Branch Employment \(AO78\)](#) electronically in PDF (preferred), or Word format noting Announcement Number 2015-PRB-08 and annotating for which location you are applying for in the subject line to: flsd_hrmail@flsd.uscourts.gov.

Resumes may also be submitted as an electronic attachment and supplement to the required AO78 Application Form.

To visit the Court's website, go to www.flsd.uscourts.gov, scroll down to Employment and then select Vacancies.

The **AO78 Application** for Judicial Branch Employment **is available** under **Applicant Information** on the **Court's public website** under **Employment**.

Only qualified applicants will be considered for this position.

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

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER