THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

The United States District Court, Southern District of Florida

NOTICE OF VACANCY

Position:	**Probation Clerk-FT/Temporary 1yr/1day appointment**	***(More than one position may be filled)***
Announcement No:	**2017-PRB-04**	
Opening Date:	**October 12, 2016**	
Closing Date:	**October 26, 2016**	
Location:	**Miami Courthouse**	
Salary Range:	**CL 23 ($33,895-55,103)**	

***NOTE: These temporary positions may conclude earlier without advance notice or become permanent without further advertising.**

Duties and Responsibilities:

The incumbent of this position is responsible for the following:

- Supports and assists the officers with clerical, analytical, and technical skills to maintain office operation.
- Prepares documents for Court and correspondence for offenders and other agencies; types, edits, formats, and distributes confidential correspondence. Proofreads and makes corrections in grammar, spelling and punctuation.
- Prepares petitions, orders, letters, memorandums, and other correspondence and recurring reports and forms. Organizes and prepares new case files for officer's use in accordance with established case management procedures.
- Transmits documents to other agencies using electronic submission procedures. Receives case files from and transfers case files to other districts. Prepares and maintains files in proper order and enters data into local database.
- Rotates receptionist and mail duties with other support staff, and backup other staff as required.
- Uses various data bases to research and enter case information and prepares documents for distribution by photocopying, scanning, faxing and mailing.
- Sorts and distributes incoming mail, prepares and maintains files, faxes and assists with other office operations as needed.
- Files documents following a checklist of requirements.
- When applicable, may assist officers and non-English speaking offenders, family members, and witnesses in translating, including documents and correspondence.
- Calculates and maintains probation officer's travel vouchers and file. May serve as receptionist, answering telephones calls, handling inquiries and screening callers and visitors.
- Other duties as assigned to insure office coverage.

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.

Quality Ranking Factors:
Selection will be made on the basis of the following factors:

1. **Application**
2. **Interview**
3. **Skills Testing**

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:
This position will report to the Office Manager in charge of the assigned 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.

Application Procedures:
Qualified applicants must submit the following electronically to **flsd_hrmail@flsd.uscourts.gov** notating **2017-PRB-04-Probation Clerk Temp 1yr/1day** in the subject line.

- Application for Judicial Branch Employment **(AO78 form)** in PDF (preferred), or Word format
- Detailed Resume

The Application for Judicial Branch Employment **(AO78 Form)** is available at www.flsd.uscourts.gov under the employment tab.

Due to the high volume of applications received only those qualified applicants being further considered will be contacted.
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.
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