



United States Probation Office Southern District of Florida

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Important Dates

Opening: March 17, 2023

Closing: Open Until Filled – first review April 3, 2023.

Position: Administrative Analyst (more than one position may be filled)
Announcement No: 2023-PRB-08
Duty Station: Miami, Florida
Salary: \$53,616-\$95,760 (CL 26-CL 27)

Position Overview

The Administrative Analyst provides administrative or technical support and assistance to the Probation staff by performing duties associated with the GSA vehicles, fines/restitution and victim/witness programs, interpreter services, employee subsidy, parking, and CBI credit checks.

Duties & Responsibilities: The Administrative Analyst performs duties and responsibilities such as, but not limited to, the following:

- Responsible for all government vehicles, including preventive maintenance, billing accidents/incidents, tag renewals, etc., as the GSA Fleet Coordinator for the district.
- Prepares and processes victim/witness letters for the district and answering their questions via telephone regarding their cases based on information received from U.S. Attorney's office.
- Enter, maintain, and reconcile data by using Excel spreadsheets for the fines/restitution and victims/witness programs, and forward information to Probation Officers.
- Reconcile fines/restitution payments for the district. Generate report and reconcile using the Prob Form 38. Resolve any discrepancies, make changes/corrections as needed and notify officers.
- Responsible for training staff reference Offender Payment Enhancement Report Access (OPERA). Also, provide reports to the staff, when needed.
- Prepares interpreter vouchers for payment in JIFMS. Maintain spreadsheet of interpreter payments. Reconcile and generate quarterly reports for submission via InfoWeb to the AO.
- Process credit bureau checks for persons under supervision. Upload credit reports in PACTS.
- Manage district's employee subsidy program (Metrorail, tri-rail passes, brightline and parking), as needed. Review, analyze and maintain data for the employee subsidy program.

U.S. Probation, Southern District of Florida

The U.S. Probation Office for the Southern District of Florida serves the federal district and magistrate courts by providing investigative services, alternatives to detention and community supervision. We will protect the community by ensuring compliance with the conditions of release and provide rehabilitative services as needed.

How to Apply

Send all attachments as one document. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:

flsd_hrmail@flsd.uscourts.gov

Subject Line: Administrative Analyst 2023-PRB-08

Attachments:

- AO 78 – Federal Judiciary Branch Application for Employment (12/21).
- Supervisor's Assessment for Internal candidates only
- An updated detailed Resume
- Copy of most recent evaluation

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- Gather and provide information needed in preparing monthly parking invoices for payment in JIFMS, when needed.
- Perform other duties as assigned.

Qualifications Requirements

Candidates must have a minimum of two year of specialized experience to qualify.

Specialized Experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Proficiency and experience working in automated environment with significant knowledge of computer programs such as, Adobe, Word and Windows and use of data gathering techniques. Knowledge and skill in preparing reports in Excel is also required.

Court Preferred Qualifications

- Bachelor's degree is preferred from an accredited college/university.
- Excellent writing and verbal communication skills.
- Excellent Organizational Skills
- Ability to deal with multiple demands in a fast-paced environment
- Ability to work with a wide variety of people with diverse background
- The desire and ability to work harmoniously with others in a total quality team-based organization, and the desire/willingness to collaborate with offenders, community partners and others to reduce recidivism.

Required Personal Characteristics

Must be a self-directed, highly organized team leader; able to balance the work demands of varying workload responsibilities and deadlines; be mature, responsible, and tactful; demonstrate initiative and the ability to exercise good judgement; be able to work harmoniously with other; and always maintain a professional appearance and demeanor.

Quality Ranking Factors

Selection will be made based on the following factors:

1. Applicant Profile
2. Last Performance evaluation and performance record obtained in applicant's local personnel
3. Supervisor's assessment
4. Interview
5. Writing Sample

Duty Station/Organizational Relationship

This position reports to the Administrative Manager.

Background Investigation & The Fair Chance to Compete Act (FCA)

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. **This position is not covered under the FCA. Therefore, candidates will be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, "Application for Employment" is mandatory.**

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Benefits

Employees of the United States District Court are “Excepted Appointments” and considered “At-Will” judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

The Federal Court practices zero tolerance for illegal drug use.

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

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.
