



## United States Probation Office Southern District of Florida

Main: 400 North Miami Avenue, Miami, Florida 33128  
Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)  
Phone: (305) 523-5980 – Human Resources  
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**Position:** Probation Clerk (More than one position may be filled)  
**Announcement No:** 2024-PRB-08  
**Duty Station:** Miami-Dade or Broward County  
**Salary:** \$41,763 - \$75,203 (CL 23-CL 24)  
Starting salary will commence with experience, and budget constraints

### Important Dates

Opening: August 13, 2024

Closing: Open Until Filled

First review, August 30, 2024

**Duties & Responsibilities:** The Probation Clerk performs duties and responsibilities such as, but not limited to the following:

- Supports and assists the officers with clerical, analytical, and technical skills to maintain office operation.
- Prepares documents for Court and correspondence for individuals under supervision 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.
- Responds to requests for documents from the Court or judicial staff.
- 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 databases 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 ensure office coverage.

### 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 in one email message to the HR Mailbox. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:  
[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

Subject Line: Probation Clerk 2024-PRB-08

Attachments:

- AO 78 – Federal Judiciary Branch Application for Employment
- Detailed Resume
- Copy of most recent performance evaluation

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### **Qualifications Requirements:**

Candidates must have one year of generalized experience and at least one year of specialized experience. In addition, must have a high school degree or equivalent. Excellent attendance and punctuality are required. Must adhere to Judiciary Code of Conduct and maintain confidentiality.

General Experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

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.

### Education Substitutions

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

### **Court Preferred Qualifications:**

- Bachelor's degree is preferred from an accredited college/university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration, which provided evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
- Proficiency working in automated environments with knowledge of computer programs such as Word and Windows and use of data gathering techniques is preferred.
- Excellent writing and verbal communication skills.
- Excellent Organizational Skills
- Fluency in Spanish is desirable.
- 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 team-based organization, and the desire/willingness to collaborate with individuals under supervision, community partners and others to reduce recidivism.
- Ability to interact tactfully in an environment with daily contact of supervised individuals, following safety procedures while demonstrating sound ethics and good judgment.

### **Organizational Relationship:**

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

### **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.

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### Background Investigation

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.

For more information on working for the federal court, please visit [www.uscourts.gov/Careers.aspx](http://www.uscourts.gov/Careers.aspx)

### Selection Process:

Only qualified applicants will be considered. Incomplete application packages will 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.

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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.**

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