CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
Texas Northern

POSITION TITLE:	Probation/Pretrial Services Administrative Assistant CL 23/CL 24 Target Grade CL 24
ANNOUNCEMENT:	14-24
DUTY STATION:	Lubbock, TX
OPEN DATE:	10/30/2014 **Repost: 12/2/2014**
CLOSING DATE:	11/24/2014 **Repost Deadline: 01/02/2014**
STARTING SALARY:	$31,343 - $56,417 Pay Table 01 Salary offer will be commensurate with current salary

Promotional opportunity, based on performance, to target grade without further competition

DISTRICT SUMMARY

This district is one of the largest geographic areas in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in downtown Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area we have one additional office in Arlington, TX.

POSITION OVERVIEW

The United States Probation Office for the Northern District of Texas has an opening in our Lubbock office for a Probation/Pretrial Services Administrative Assistant. This position will provide clerical support and assistance for the administrative functions of the office. This position will report to a Supervising U.S. Probation Officer.

Job responsibilities include, but are not limited to:

- Generate standard reports from databases and computerized systems, and data entry.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office.
- Receive, screen, and route incoming and outgoing mail to appropriate persons or offices, and process mail requiring special handling.
- Maintain, update, and track paper and electronic files; scan documents, and route documents to staff and outside agencies.
- Assist U.S. Probation Officers with correspondence, verification of client information, criminal history records, and other duties as necessary.

CLASSIFICATION REQUIREMENTS

Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives, or laws. Although on-the-job training time may vary, experience needed to progress to the full-performance level in these positions is best obtained in a court or related legal field.

To qualify for this CL 23 position, the incumbent must have:

- A high school diploma or equivalent
- Two years of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

U.S. Probation is an Equal Opportunity Employer

BENEFITS
Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program; federal holidays, and mandatory Electronic Funds Transfer for payment of net pay.

HOW TO APPLY
Applicants who meet the classification requirements should submit a resume (two page limit) of their professional experience and educational background along with a cover letter (two page limit).

United States Probation
Human Resources - #P14-24 (Probation/Pretrial Services Administrative Assistant)
Attn: Human Resources Manager
E-mail: human_resources@txnp.uscourts.gov

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees
- U.S. Probation reserves the right to re-advertise or extend the screening process for this position
- U.S. Probation reserves the right to fill more than one position from this announcement
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute
- Candidates may be subject to a skills assessment
- The final candidate will be subject to an initial record check with law enforcement agencies and credit bureaus
- Positions designated as high-sensitive are subject to an additional background investigation
- All non-law enforcement employment with U.S. Probation is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause

We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.

Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application with your resume packet.

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