



# CAREER OPPORTUNITY

## UNITED STATES PROBATION OFFICE Texas Northern

<b>POSITION TITLE:</b>	Executive Assistant
<b>ANNOUNCEMENT:</b>	16-16
<b>DUTY STATION:</b>	Dallas, Texas
<b>OPEN DATE:</b>	September 14, 2016
<b>CLOSING DATE:</b>	September 25, 2016
<b>STARTING SALARY:</b>	\$41,462 to \$67,389* (CL 25) Table 56
	*Depending upon skills and experience.

### 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 Executive Assistant provides administrative, technical and secretarial assistance to the executive leadership team. The incumbent performs administrative duties such as filing, copying, distributing mail, inputting data, customer service (answering and handling phone calls and greeting visitors) and creating, formatting and assembling reports.

- Assists with scanning, copying, filing, stamping and locating files. Takes and distributes minutes. Is well organized and meets deadlines. Displays thorough knowledge and an attention to detail in maintaining and updating the office's website content and design.
- Uses good knowledge of court roles and responsibilities when receiving and greeting visitors/clients in person and on the telephone. Answers routine questions clearly, and directs visitors/callers to the appropriate person or department. Receives screens, prioritizes, and routes incoming and outgoing mail and documents to the correct individuals. Prepares clear and effective correspondence, reports, form letters, and documents and proofreads and edits materials thoroughly; including those prepared by others, as applicable. Regularly disseminates communications to appropriate individuals and timely follows up on action items. Efficiently schedules appointments, arranges meetings, and maintains calendars. Is thorough in arranging travel, and preparing and auditing travel vouchers. Consistently ensures policies and procedures are followed when using the office's travel credit cards. Regularly updates office reference materials including organizational charts. Independently coordinates general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Maintains calendar and schedules for the unit executives. Schedules and confirms executive meetings based on executives' schedules and topic priorities. Prepares executive correspondence, legal documents and other materials, from dictation, rough copy, or own notes, for review and signature.
- Coordinates and assists with conference setup, meetings, court ceremonies, orientation programs, and screening boards, including but not limited to logistics, printing, security, refreshments, etc. Prepares agendas, flyers, handouts, and other conference materials as needed and creates a professional appearance in all materials. Prepares award certifications. Prepares district surveys using survey software, and analyzes and distributes results. Other

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projects as assigned.

- Possesses ability to communicate and interact effectively (orally and in writing) and appropriately to individuals and groups. Routinely provides customers with quality support and clear and thorough information in area of expertise.
- May be required to obtain and maintain current commission as a notary public, and frequently perform such duties for staff. Verifies and receives ordered goods.

### **Administrative Management**

- Knowledge of secretarial and administrative principles, practices, methods and techniques in a fast-paced environment. Skill and ability to manage an executive office team in a professional atmosphere. Skill in editing and proofreading documents for spelling, grammar, punctuation, style, abbreviations, acronyms and correct legal citation formats. Skill and accuracy in data entry and performing numerical calculations. Skill in administrative matters, such as electronic file maintenance, record keeping, reporting and preparation of presentation materials. Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions. Skill in assisting with planning, organizing and handling logistical arrangements for meetings, conferences and court events. Skill in filing and knowledge of filing requirements. Ability to file, extract and refile documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skill in organizing one's own work.

### **Court Operations**

- Knowledge of legal documents and terminology. Knowledge of federal rules and local court rules, policies, procedures and protocols, including the court's policies and guidelines related to financial transactions, travel authorization, procurement and property management and/or space and facility management. Skills in interpreting and applying relevant policies and procedures to office operations. Ability to learn office department and division organizational roles and responsibilities. Ability to apply the court's policies, procedures, practices and guidelines related to office administration. Ability to learn office, department and division organizational roles and responsibilities.

### **Judgment and Ethics**

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

### **Written and Oral Communication/Interaction**

- Ability to communicate effectively (orally and in writing) to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to interact tactfully and professionally with a wide variety of people.

### **Information Technology Automation**

Knowledge of software and keyboarding for word processing, data entry, email, computes and report generation. Ability to acquire knowledge of new software applications necessary to skillfully perform duties. Skill in the use of court databases and applications for research, data entry, and processing information. Skill in using standard office equipment (telephone, copiers, fax machines, scanners, etc.). Skill in using a multi-line telephone efficiently and in a timely manner.

## **CLASSIFICATION REQUIREMENTS**

The Executive Assistant position is part of the Operational Court Support occupational group.

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.

To qualify for a CL 25 position, the incumbent must be a high school graduate or equivalent.

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## **MINIMUM POSITION REQUIREMENTS**

To qualify for this position the applicant must have demonstrated the ability to:

- Ability to follow detailed instructions, multitask and organize one's own work
- Ability to apply the court's policies, procedures, practices and guidelines related to office administration
- Ability to learn court operations and legal terminology
- Ability to consistently demonstrate sound ethics and judgment
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures
- Ability to interact tactfully with a wide variety of people
- Knowledge of software (i.e., Microsoft Office Suite) and keyboarding for word processing, data entry, spreadsheets, presentations, email, and report generation
- Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.)

## **PREFERRED EXPERIENCE**

- Demonstrated experience successfully supporting multiple executives in a fast-paced and innovative environment
- Ability to prioritize independently, based upon business need
- Certification as an executive assistant, executive secretary or legal assistant.
- Some college or college degree

## **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 and minimum position requirements should submit a resume (one page limit) of their professional experience and educational background along with a cover letter (one page limit).

Top candidates meeting or exceeding the position requirements will be required to take an on-line skills assessment, and obtain a grade of 70 or higher in order to proceed to subsequent rounds for consideration. Candidates extended an opportunity to interview will be asked to bring a portfolio containing samples of creative work products (i.e., presentations, announcements, or flyers) to their initial interview.

Qualified applicants should upload their application documents using our HR Employment Application System located at:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=16-16>

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## **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
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute
- Candidates may be subjected to a skills assessment
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus
- 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

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