



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Executive Assistant
ANNOUNCEMENT:	17-03
DUTY STATION:	Dallas, Texas
OPEN DATE:	November 1, 2016
CLOSING DATE:	November 11, 2016 (or until filled)
STARTING SALARY:	\$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 compiled of five members. The incumbent performs administrative duties such as, but not limited to:

- Maintaining calendars and schedules for the unit executives. Scheduling and confirming executive meetings based on executives' schedules and topic priorities. Coordinating and assisting with conference setup, meetings, court ceremonies, orientation programs, and screening boards to include the preparation of agendas, flyers, handouts, and other conference materials as needed
- Maintaining electronic files and assisting with scanning, copying, filing, stamping, and locating files
- Taking and distributing minutes
- Maintaining and updating the office's website content and design
- Greeting and receiving visitors/clients in person and on the telephone, while answering routine questions clearly, and directing visitors/callers to the appropriate person or department.
- Receiving, screening, prioritizing, and routing incoming and outgoing mail and documents to the correct individuals
- Preparing clear and effective correspondence, reports, form letters, and documents and preparing award certifications, PowerPoint presentations, tables, and charts, flyers, organizational charts, and other documents for special events and projects
- Independently coordinating general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies.
- Compiling district surveys utilizing survey software, and analyzing and distributing results.
- Verifying and receiving ordered goods

- May be required to obtain and maintain current commission as a notary public, and frequently perform such duties for staff.

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.

MINIMUM POSITION REQUIREMENTS

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

- Follow detailed instructions, multitask and organize one's own work
- Remain well organized and meet deadlines
- Apply a keen attention to detail in all business situations
- Apply the court's policies, procedures, practices and guidelines related to office administration
- Learn court operations and legal terminology
- Consistently demonstrate sound ethics and judgment
- Communicate effectively (orally and in writing) with individuals and groups to provide information
- Interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures
- Interact tactfully with a wide variety of people
- Demonstrate a knowledge of software (i.e., Microsoft Office Suite) and keyboarding for word processing, data entry, spreadsheets, presentations, email, and report generation
- Show a high level of skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.)

PREFERRED EXPERIENCE

In addition to the minimum position requirements provided above, applicants must have:

- Demonstrated experience successfully supporting multiple executives in a fast-paced and innovative environment
- 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, an AO-78 Application, a cover letter (one page limit) and professional and personal references.

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

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=17-03>

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