



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Administrative Services Technician CL 21 / CL 22 Target Grade: CL 22
ANNOUNCEMENT NUMBER:	22-08
LOCATION:	Abilene, Amarillo, Dallas, Fort Worth, Lubbock, San Angelo, Wichita Falls
OPEN DATE:	02/17/2022
CLOSING DATE:	Open until filled
STARTING SALARY:	\$22,986 - \$50,784 (Tables DFW and RUS)

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

Full and part-time opportunities are available.

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We support and expect team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while meeting the mission and needs of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest 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 Mexico border. Our headquarters office is in 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.

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POSITION OVERVIEW

The Administrative Services Technician will contribute by providing support in the Administrative Services Department in the areas of administrative and technical assistance as well as procurement. The primary location for at least one part-time position will be in Dallas with the possibility of an additional position(s) located at any office within the district. The position will report to the Administrative Services Supervisor. The successful candidate(s) will be required to travel to divisional offices throughout the district as needed.

Job responsibilities include, but are not limited to:

- Assisting with procurement tasks (i.e., entering requests, shipping and receiving, tracking orders, scanning and filing procurement paperwork, etc.) and issuing supplies/equipment accordingly.
- Performing asset management responsibilities (i.e., barcoding equipment, updating inventory database, generating reports, and maintaining appropriate paperwork). Assisting disposal officer with disposal of equipment and furniture and entering updates into the inventory database. Maintaining/submitting waste diversion report.
- Reporting building related maintenance and repair problems to the General Services Administration (GSA) and/or building representative as needed.
- Managing GSA vehicle database by reviewing and updating GSA vehicle report.
- Preparing GSA car registration reports and updating the spreadsheet.
- Corresponding with Car Czars regarding monthly inspections/registrations.
- Preparing annual correspondence to point of contact at GSA car parking locations.
- Assisting with travel vouchers (i.e., creating, modifying, and reviewing vouchers for corrections); communicating needed corrections to team members as needed.
- Monitoring shred bins levels, coordinating pick-ups, and escorting vendors.
- Monitoring, maintaining, and replenishing supplies for all offices.
- Managing parking spaces throughout the district as needed.
- Other duties as assigned commensurate with grade.

To qualify for this position the applicant must have :

- The ability to sort, file, extract, and re-file documents accurately and appropriately.
- The ability to read, comprehend, and follow instructions accurately.
- Basic math skills commensurate with level of education.
- The ability to shift between tasks with competing priorities.
- Skill in organizing their own work and the ability to work under the pressure of short deadlines.
- The ability to easily acquire basic knowledge of the functions and procedures of the court unit.
- The ability to easily acquire knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- The ability to consistently demonstrate sound ethics and judgment.
- The ability to communicate effectively (orally and in writing) to provide information.
- The ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- The ability to interact tactfully with a diverse group of individuals and be able to treat everyone fairly with open-mindedness.
- Working knowledge of and skill in using software and keyboarding for word processing, data entry, email, computers, and report generation.

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- Skill in using standard office equipment (e.g., telephones, copiers, scanners, etc.).
- Basic skill in the use of automated equipment including spreadsheets and database applications.
- Basic computer skills.

CLASSIFICATION REQUIREMENTS

To qualify for the CL-21/CL-22 classification the applicant must have a high school diploma or equivalent.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should:

1. Submit a cover letter expressing their interest in working for Texas Northern and why they would be a good candidate for the position (two-page limit).
2. Submit a resume (two-page limit) citing experience and educational background.
3. Submit their two most recent performance evaluations.
4. Submit a current, complete [Application for Employment \(AO 78\)](#). Please note the additional documents that are required to complete the process (listed on page one of the application).
5. Proceed to <https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=22-08> to upload all required documents and answer final application questions.

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, paid parental leave, a pre-tax reimbursement program, ten federal holidays and mandatory Electronic Funds Transfer for payment of net pay. You may view the U.S. Courts benefit page [here](#).

DISCLOSURES

- U.S. Probation reserves the right to modify the conditions of this job announcement, extend the screening process, withdraw, or re-advertise the announcement, or fill the position sooner than the closing date without prior notice.
- U.S. Probation reserves the right to fill multiple positions from this announcement.
- Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and forms may be found [HERE](#).

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