



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Operations Support Specialist
GRADE:	CL 25
ANNOUNCEMENT NUMBER:	23-16
LOCATION:	Abilene, Amarillo, Dallas, Fort Worth, or Lubbock
OPEN DATE:	06/01/2023
CLOSING DATE:	06/16/2023
STARTING SALARY:	\$45,682 - \$80,563 (Tables <u>DFW</u> and <u>RUS</u>)
<i>Promotional opportunity, based on performance, to target grade without further competition.</i>	
<i>This announcement is limited to current TXNP team members only.</i>	

POSITION OVERVIEW

The United States Probation & Pretrial Services Office for the Northern District of Texas has an opening for an Operations Support Specialist. The successful applicant(s) will provide a variety of variety of operational support duties. This position will be in an office in the Northern District of Texas and will report to an Operations Support Supervisor.

Job responsibilities include, but are not limited to:

- Performing reception and general office duties.
- Performing various tasks related to processing mail and maintenance of court records.
- Ensuring statistical information is accurately reflected in case management systems.
- Conducting records research and retrieval to obtain required documentation. Occasional travel to local county agencies.
- Providing operational support to managers, supervisors, and other staff.
- Maintaining, updating, and tracking Location Monitoring (LM) logs and equipment.
- Distributing documentation to courts and outside agencies.
- Processing LM invoices.
- Performing treatment invoice administrative duties by reconciling and validating treatment invoices, and solicitation. Assisting treatment specialists with administrative duties as needed.
- Coordinating assignment process of court services and post-conviction investigation assignments.
- Maintaining inactive/detained cases.
- Providing office support and assistance for the operational functions of the office.
- Creating/modifying forms and reports.
- Other duties as required.

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MINIMUM QUALIFICATIONS

For placement at the CL 25 level, the applicant must have a high school diploma or equivalent and one year of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

POSITION REQUIREMENTS

- Advanced skill in filing and knowledge of filing requirements and the ability to file, extract, and re-file documents accurately and appropriately.
- Ability to follow detailed instructions accurately and multitask.
- Skill in organizing own work and the ability to work under pressure of short deadlines.
- Advanced knowledge of operational principles, practices, methods, and techniques in a legal environment.
- Skill in operational matters such as file maintenance, record-keeping, reporting, and preparation of presentation material.
- 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 events.
- Advanced knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (ATLAS). Knowledge of legal terminology.
- Ability to follow safety procedures.
- Ability to compile information (such as background checks and criminal histories for LENS/VCO) within established time frames.
- Ability to identify and resolve unusual problems for resolution, or referral to probation/pretrial officers.
- Ability to organize and prioritize work.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should:

1. Submit a cover letter (three-page limit) outlining how you have effectively and efficiently performed your job duties since beginning employment with Texas Northern, and how that would translate to success in Operations Support Specialist position. Additionally, Texas Northern Probation values the Federal Judicial Center competencies in a variety of ways, including evaluating performance. Please describe what the [Court System Awareness](#) competency means to you and how you incorporate this

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into your daily work activities. (Please note, you must be logged in to the DCN to access the FJC Competencies for Court Employees).

2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit your two most recent performance evaluations.
4. Submit an [AO 78 Federal Judicial Branch Application for Employment](#). *If the AO 78 application is not current, the application for this promotional opportunity will be rejected.*
5. Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=23-16>

Note: This system will not let you continue without uploading all documents.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to HR@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to:

**U.S. Probation - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242**

Candidates selected for interview may be interviewed via video and may be required to make a presentation and answer questions provided prior to the interview date.

DISCLOSURES

- U.S. Probation reserves the right:
 - To modify the conditions of this job announcement.
 - To withdraw or re-advertise the announcement.
 - To fill multiple positions from this announcement.
 - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.

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