



Vacancy Announcement No. 14-03

Probation/Pretrial Services Assistant

The U.S. Probation Service, a division of the U.S. District Court, Northern District of Mississippi, is now accepting applications for the position of a part-time Probation/Pretrial Services Assistant. This is a part-time position of 20-30 hours per week. Applicant must be a U.S. Citizen or eligible to work in the United States.

Duty Station: Oxford, MS
Opening Date: July 22, 2014
Closing Date: July 28, 2014
Salary: CL23/1 (\$31,343)

Job Summary: The Probation/Pretrial Services Assistant provides administrative and clerical support to probation officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

Minimum requirements: High school graduation or equivalent and two years general experience. General experience is 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. Proficiency in WordPerfect and Windows preferred. Successful applicant must clear security investigation. Electronic Fund Transfer (EFT) is required for payroll deposit.

Procedures for Applying: Qualified candidates should submit a completed AO-78, Application for Judicial Branch Federal Employment. The application can be located at www.msnd.uscourts.gov under forms.

You must submit the original and one copy of your resume and AO-78 application to Norma T. Searcy, Personnel Specialist, 911 Jackson Avenue East, Suite 273, Oxford, MS 38655.

Please do not email or fax application materials. Applications must be ***received*** by the close of business on July 28, 2014.

The U.S. Probation office is not authorized to reimburse candidates for interview or relocation expenses. This office reserves the right to amend or withdraw any announcement without written notice to applicants.

ONLY CANDIDATES SELECTED FOR INTERVIEW AND TESTING WILL BE NOTIFIED

The Northern District of Mississippi is an equal opportunity employer

Job Title	Probation/Pretrial Services Assistant	CL - 23
Occupational Group*	Operational Court Support	

Job Summary

The Probation/Pretrial Services Assistant provides technical, administrative, and clerical support to probation officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

Representative Duties

- Scan case files and upload documents to PACTS and document storage system. Assist operations clerks with data entry, as required.
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized in the PACTS Document Imaging Module (PDIM).
- Assist probation officers in compiling criminal histories/profiles. Conduct records research and retrieval via telephone or mail to obtain required documents.
- Contact various local, state, and national law enforcement agencies to collect and record information to assist with investigations.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment.
- Perform backup clerical duties.
- Travel to branch offices to perform duties as required.
- Perform other related duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Administrative Management

- Skill in sorting, organizing, and filing documents. Ability to follow detailed scanning instructions and upload numerous documents to appropriate electronic repositories.

Court Operations

- Ability to apply office policies, procedures, practices, and guidelines related to office administration. Ability to learn office operations and terminology. Ability to learn office and organizational roles and responsibilities.

Probation and Law Enforcement

- Knowledge of standardized forms and documents used in probation. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve problems and refer unusual or complex issues to office manager or probation officers.
- Ability to organize and prioritize work. Ability to work under pressure of short deadlines and handle multiple tasks. Ability to follow detailed instructions accurately.

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 judgment.

Written and Oral Communication/Interaction

- Skill in spelling, grammar, and proofreading. Ability to communicate effectively (orally and in writing) to 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 establish rapport with contacts at collateral agencies for the purpose of collecting information regarding offenders.

Information Technology and Automation

- Knowledge of and skill in using software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.) Skill in data entry. Skill in using multi-line telephone efficiently and in a timely basis.

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Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to contribute to the smooth and efficient administration of the office by providing support to clerical staff and officers in the performance of their responsibilities. Errors in judgment or discretion can lead to incorrect or improper information being disseminated. Responding to competing priorities, maintaining confidentiality, and handling persons tactfully are essential to providing quality services in a courteous and efficient manner.

Factor 3 – Complexity and Decision Making

The tasks performed take some time to learn and may vary daily. Standardization and guidelines govern many of the administrative and clerical processes. Incumbents make decisions based on knowledge of the policies and practices relevant to their work. While job assignments are completed independently, the work is reviewed for completeness and accuracy by a supervisor or an officer.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are other office staff members, judicial officers, and staff of other court units for the purpose of providing routine administrative support and information.

Factor 4B – Interactions with External Contacts

The primary external contacts are members of the public, agency clients, vendors, contractors, and staff of other government agencies for the purpose of exchanging information and providing basic customer service and assistance.

Factor 5 – Work Environment and Physical Demands

Work is generally performed in an office setting, where persons with violent backgrounds may be present. Light lifting of boxes of case records and office supplies may be required.

*Occupational Group:

- Operational Court Support Positions = **O**
- Administrative Court Support Positions = **A**
- Professional Administrative Positions = **PA**
- Professional Line Positions = **PL**