

U.S. Probation/Pretrial Services, Western District of Wisconsin
222 West Washington Avenue, Suite 340, Madison, WI 53703

CAREER OPPORTUNITY

Position Title: Probation Clerk **Date:** September 8, 2008
Position Type: Full Time Regular **Location:** Madison, WI
Salary Range: CL 23 = \$29,461 - \$47,864 (Depending on qualifications and experience)
Closing Date: September 19, 2008

POSITION OVERVIEW: This position is located in the probation/pretrial services office. The incumbent provides clerical and administrative support to Pretrial Services and Supervision officers, Specialists and other office personnel.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Formats, types, and edits reports developed by officers, often within a short time period. Reports include orders, petitions, and documents essential to probation and parole supervision. Composes routine correspondence, prepares letters, memoranda, regularly scheduled reports and forms to assist officers in fulfilling their legal and professional responsibilities.

Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case file and statistical data into automated databases. Initiates statistical transactions and apprizes officers. Receives and transfers case files to and from other districts. Makes entries to chronological records in supervision case files, either from direct communication with client or from information/dictation provided by officer.

Prepares and maintains investigative files and enters data into case tracking system (PACTS). Assists officers in performing investigations for own and other districts by conducting criminal record checks through local or national law enforcement files.

Answers and screens telephone calls and visitors. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Directs persons reporting from prison or from court as to officer assignment and reporting procedures.

Tracks/prepares daily court calendar.

Screens and routes incoming mail, makes copies, files documents and case files.

E-mails, delivers and picks up documents, and distributes faxes.

Prepares letters, packets, and reports for the court.

Compiles data for statistical purposes.

Takes/downloads digital photographs of offenders.

Assists probation officers and other office personnel in other duties as requested..

QUALIFICATIONS:

Knowledge and skill in use of personal computers and software applications to prepare reports and correspondence. Ability to adjust to ever changing technology. Ability to transcribe from personal dictation, recordings, or handwritten material. Good knowledge of office procedures, practices, processes, and mission. General knowledge of the criminal justice system and specific knowledge of pretrial services, probation and parole procedures, sentencing guidelines, and the supervision process. Broad knowledge of proper grammar usage and the ability to edit efficiently. Requires ability to obtain certification to access criminal justice information systems. Ability to organize work to meet recurring deadlines and maintain tracking systems related to cases. Ability to give and receive accurate and timely information from individuals within and outside the court.

Minimum Required Experience and Education: High school graduation or equivalent, plus two years general experience (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).

For placement at salary levels above minimum up to and including step 25 (considering court-preferred skills and an evaluation of quality of experience), at least one year specialized experience (Progressively responsible clerical experience requiring the regular and recurring application of specialized legal terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in probation/parole offices, law firms, and legal counsel offices.)

Citizenship: By statute, employees must be citizens of the U.S. or of countries with which the U.S. has a mutual defense treaty.

Code of Conduct: Probation/Pretrial Services employees are required to adhere to the code of conduct for judicial employees. Candidates will be required to pass a background investigation.

BENEFITS:

- Paid holidays
- Paid annual leave (vacation) accruing at the rate of 4 hours for each 80 hours in pay status.
- Paid sick leave accruing at the rate of 4 hours for each 80 hours in pay status.
- Participation in optional Federal Employees Health Benefit plan, Dental, Vision Insurance
- Retirement benefits plan, including Federal Employees Retirement System, Thrift Savings 401(k) with government match, plus Social Security
- Optional Federal Employees Life insurance
- Optional Flexible Benefits (Healthcare, Dependent Care Savings)
- Optional Long Term Care, Long Term Disability Insurance

APPLICATION: Interested candidates should submit a letter of application, current resume and contact information of at least 3 professional references to:

Human Resources
Office of the Clerk of Court, United States District Court
120 N. Henry Street, Suite 320
Madison, WI 53703
email: hr@wiwd.uscourts.gov

The Chief U. S. Probation Officer reserves the right to modify or withdraw this announcement without notice.

The U.S. District Court is an Equal Opportunity Employer.