

CAREER OPPORTUNITY

U.S. Probation/Pretrial Services Office Western District of Wisconsin



Position:	Probation/Pretrial Services Administrative Assistant
Vacancy Number:	16-13
Location:	Madison, Wisconsin
Salary:	CL 23 (\$32,019 to \$52,053), depending on qualifications and budget Promotion potential up to CL26 without further competition
Date Posted:	September 21, 2016
Closing Date:	October 14, 2016

Area of Consideration: This position is open to all qualified individuals located within the commuting distance of Madison, WI

Position Summary

This full-time, permanent position is located in the U.S. Probation and Pretrial Services Office in Madison, Wisconsin. The Administrative Assistant provides specialized technical and administrative support to probation officers in a wide range of areas, including proofreading and editing documents, assisting with conducting investigations, compiling criminal histories, maintaining case files and documents in the office's automation tracking program, and other similar duties.

Summary of Representative Duties and Responsibilities

- Performs receptionist duties by greeting visitors and callers, answering routine questions, and directing visitors and callers to the appropriate person, unit or department. Receptionist duties will include coming into contact with persons with felony backgrounds.
- Opens, closes and maintains case files in the Probation Automated Case Tracking System (PACTS). Ensures files are up-to-date and accurate.
- Formats, proofreads, and edits reports, petitions, letters, memoranda, and other documents prepared by the probation officer, often within a short time period, ensuring that the reports are well-written and grammatically correct. Edits reports for context, flow, and transition. Acts as liaison with officers and management in resolving potentially troublesome or omitted texts.
- Upon final completion, submit reports on time to the Court through its document filing system.
- Electronically submits appropriate documents to the Bureau of Prisons and U.S. Sentencing Commission.
- Ensures proper procedures and protocols are completed throughout the investigative and supervision process. Communicates frequently with probation officers regarding any unusual circumstances which may require immediate attention.
- Assists probation officers by running record checks through local, state, and national databases and files; conducting inquiries with collateral agencies and community service agencies; collecting verifiable and supportable documentation; and performing similar activities.
- Performs other duties as assigned.

Minimum Qualifications and/or Educational Requirements

The position requires proficiency in a wide-range of computer applications, including Microsoft Word; exceptional understanding of English grammar, along with strong proofreading and editing skills; and attention to detail.

To qualify for the position, applicant must be a high school graduate and have two years of 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. Specialized experience is 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 office, and corporate headquarters or human resources/payroll operations. Education above the high school level may be substituted for required general experience. Education may not be substituted for specialized experience.

Preferred Skills

The ideal candidate will demonstrate personal characteristics that include: a professional demeanor, integrity, a strong work ethic, the ability to maintain confidentiality, and the ability to work as part of a team. In addition, the candidate is expected to be organized and detail-oriented; readily able to accept accountability for work product; possess excellent verbal and written communication skills; self-motivated; flexible; and tactful. A bachelor's degree or paralegal certificate is considered a plus.

Background Investigation Requirements

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check and/or investigation. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check or investigation.

Notice to Applicants

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

The Court requires employees to adhere to the Code of Conduct of Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States.

Applicants must be citizens of the United States or be eligible to work in the United States.

The Probation Office provides reasonable accommodations to applicants with disabilities.

Benefits

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation or payment of net pay.

Procedures for Applying

In order to be considered for this position, go to:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=d5tl3w71&pos=16-13>

Complete the information fields and attach your cover letter, resume, references, answers to the supplemental questions and the Judicial Branch Federal Employment Application (AO78). The AO78 is located in the above link.

The U.S. Probation/Pretrial Services Office reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

Only applicants who are interviewed in person will receive a written response regarding their application.

The United States District Court is an Equal Opportunity Employer