



United States Probation Office
Southern District of Illinois
CAREER OPPORTUNITY

Position: Probation Clerk

Location: East St. Louis, IL

Announcement Number: 2016-15

Starting Salary: CL 23/01 (\$32,058) to CL 23/61 (\$52,117),
depending on qualifications **

Date Posted: August 29, 2016

Closing Date: September 19, 2016, at 4:00 p.m.

** Position is promotion eligible without further competition or advertisement

The United States Probation Office for the Southern District of Illinois is seeking qualified applicants for a full-time permanent position of Probation Clerk. Incumbent provides administrative support to the law enforcement officers.

REPRESENTATIVE DUTIES

- Formats, types, and edits reports developed by officers, often within a short time period. Reports include presentence reports, pretrial services reports, violations reports, and preliminary interview reports for the court. Independently, or with direction, prepares petitions, orders, and papers essential to pretrial services, probation, and parole supervision. Prepares other letters, memoranda, recurring reports, and forms. Composes routine correspondence for officers.
- 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. Prepares and maintains investigative files and enters data into case tracking system. Makes entries to chronological records in supervision case files, either from direct communication or from information provided by the officer.
- Scans, stores, and transmits data electronically to the Federal Bureau of Prisons, U.S. Sentencing Commission, Federal Judges, and attorneys. Scans and electronically stores case file records.
- Receives and routes incoming mail, deliveries, and facsimile transmissions, and serves as receptionist.
- Answers and screens telephone calls and visitors. Answers routine questions and refers persons to officers or to appropriate departments. Directs persons reporting from prison or from court as to officer assignment and reporting procedures. Prepares conditions of probation.
- Provides administrative support following established procedures and serves as a backup to other support staff.
- Performs related duties as assigned.

JOB REQUIREMENTS

- The ability to type 40-45 words per minute
- Knowledge of standard office equipment/copying machines, office procedures, practices, and processes
- A thorough knowledge of spelling, punctuation, and proper grammar usage

- Skill in using personal computers and use of computer software
- Excellent time management skills, accuracy, ability to handle multiple tasks simultaneously, and attention to detail
- Ability to organize work to meet recurring deadlines and to multi-task
- Ability to work in fast paced, high volume office
- Team oriented and display a great attitude

QUALIFICATION STANDARDS

To qualify for the minimum entry level salary, applicant must be a high school graduate or the equivalent, with at least two years of general experience. For placement at salary levels above minimum, up to and including step 25 (considering job-related court preferred skills and an evaluation of quality of experience), at least one year specialized experience is required. These requirements are according to the AO classification, compensation, and recruitment systems.

General Experience - Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience - 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. General knowledge of the criminal justice system and specific knowledge of pretrial services, probation, and parole procedures, and the supervision process.

Experience Substitutions - Excess specialized experience may be substituted for required general experience.

Educational Substitutions - Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

BENEFITS

Employees of the U.S. Probation Office are "Excepted Appointments" and considered "At-Will" judicial employees (not civil service) and are subject to a probationary period. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

PROCEDURES FOR APPLYING

Submit an application packet that includes:

- a cover letter
- résumé
- names, addresses, and telephone numbers of three professional references
- AO 78 Application for Employment (located at www.ilsp.uscourts.gov)
- last two performance evaluations
- college transcripts (if applicable).

Application packets should be sent to:

U.S. Probation Office / Southern District of Illinois
 ATTN: Human Resources Administrator–Confidential #2016-15
 750 Missouri Avenue
 East St. Louis, Illinois 62201

Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the U.S. District Court for the Southern District of Illinois. Candidates selected for interviews will be required to participate in appropriate proficiency testing as part of the

screening process. As a condition of employment, the candidate selected for this position will be fingerprinted and will be subject to and must successfully complete a background investigation with law enforcement agencies.

Due to the volume of applications received, the U.S. Probation Office will only communicate with those applicants who will be tested or interviewed.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

OUR MISSION

It is our mission to strive for excellence as we serve the Courts and community by providing quality supervision, promoting community safety, inspiring positive changes in those we serve and administering justice with fairness and integrity.



The U.S. Courts is an Equal Employment Opportunity Employer