

**UNITED STATES PROBATION &
PRETRIAL SERVICES OFFICE
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Probation Services Clerk

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #15-03

LOCATION: Worcester, Massachusetts

CLASSIFICATION LEVEL: CL 23-24 (\$34,602 - \$68,818)*

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-23, promotion to the higher level, when qualified, would be available without further competition.

OPENS: May 1, 2015 **CLOSES:** May 8, 2015

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for a full-time Probation Services Clerk for the Worcester divisional office.

Position Overview

The position provides technical, administrative and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the supervision of trained officers.

Representative Duties:

- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes;

provide backup reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives.
- Other duties, as assigned.

Qualifications

- High school graduation or equivalent, college degree preferred.
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position (Note: education beyond high school may be substituted for general work experience).
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills.
- The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs.
- A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies and regulations of the Court.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours

Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Chief Probation Officer and Divisional Supervisor. Additional hours, as needed.

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program

How To Apply

Submit all of the following documents as directed below: (1) a cover letter; (2) a current resume; (3) a list of three professional references, including their current contact information and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) **by 5:00 PM on Friday, May 8, 2015** to:

**United States Probation & Pretrial Services Office,
U.S. District Court, Massachusetts
Attn: Nancy Cashman, HR Coordinator
Probation Services Clerk - #15-03
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

*Application forms (AO-78) are available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #15-03, Probation Services Clerk** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Applicants who do not submit all the requested materials as listed above may lose consideration for this position. The Federal Financial Management Reform Act requires direct deposit of federal wages. Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER