

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Administrative Assistant (Clerk)

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

**ANNOUNCEMENT #:** #16-07

**LOCATION:** Boston, Massachusetts

**CLASSIFICATION LEVEL:** CL 23-24 (Salary \$35,054 - \$63,095 per year)\*

\* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience.

**OPENS:** June 17, 2016

**CLOSES:** July 1, 2016

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U.S. Probation and Pretrial Services for the District of Massachusetts currently has an opening for an Administrative Assistant. The position is based in Boston, Massachusetts.

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**Summary:**

The Administrative Assistant provides support to U.S. Probation and Pretrial Services Officers and reports to an assigned Supervising U.S. Probation Officer. Administrative duties include, but are not limited to: assisting with case documentation for investigations/supervision; gathering criminal records; coordinating with collateral agencies; reception support; and data entry/quality control under the guidance of officers and/or supervisors.

**Representative Duties:**

- Provide general clerical office support including any of the following tasks: answering phones; providing reception assistance; referring visitors/clients to appropriate contact resources; copying/distributing documents; receiving and distributing mail and messages; processing travel reimbursement documents; and receiving supplies.

- Assist officers in compiling criminal histories, running record checks through local and national databases and files, conducting inquiries with collateral agencies. Contact various local, state, and/or national law enforcement agencies to collect and record information to assist with officer investigations and/or supervision.
- Request records regarding defendants/offenders, following established practices and protocols.
- Enter data and documents into the office's computerized database system. Open, close, and update information in the case management database in accordance with established policies. Research information from case records and enter into the database as needed.
- Prepare and process forms and documents, ensuring consistency and accuracy in documentation, officer reports, and related paperwork. Format, type, or edit documents, as needed. Collect and process information, including scanning and uploading documents into database(s). Prepare correspondence using appropriate formats.
- Where applicable, may assist officers and non-English speaking defendants/offenders and/or family members in translating which could include translating documents/correspondence.
- Assist in maintaining paper and computerized records of urinalysis testing. Maintain chain of custody of testing materials and/or mail tests and/or materials to laboratories. Maintain inventory of supplies.
- Performs other duties, as assigned.

**Minimum Qualifications:**

- High school graduate or equivalent; College degree preferred.
- Two years of general work experience that indicates that the candidate possesses or has the ability to acquire particular knowledge and skills needed to perform the duties of the position (Note: education beyond high school may be substituted for general work experience).
- One year or more of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures that demonstrates the candidate has the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation (Note: no educational substitution available; required for placement at the CL-24 level).
- 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.
- 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.

**Preferred Qualifications:**

- Bachelor's Degree.
- Experience working in a state or federal court, or legal administrative capacity.

**FBI Background Investigation:**

Applicants considered for this position will undergo 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 to determine if there is an arrest record on the individual.

**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)
- Dental and Vision insurance benefits under the Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Long Term Care Insurance benefits through the Office of Personnel Management (OPM)
- Transit Subsidy Program

**Hours:**

Generally, 8:30 AM to 5:00 PM, Monday through Friday.

Work outside of the normal business hours may be needed, on infrequent occasion.

**How To Apply:**

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references with 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, July 1, 2016 to:

**United States Probation & Pretrial Services**

**Attn: Human Resources**

**Vacancy #16-07**

**John Joseph Moakley U.S. Courthouse**

**1 Courthouse Way, Suite 1200**

**Boston, MA 02210**

**Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)**

**Note:** If you apply by e-mail, please make certain the code **HR Mail, Vacancy #16-07, Administrative Assistant** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

The Application form AO-78, version dated 10/09) is available on the website in fillable format at [www.mad.uscourts.gov](http://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.

**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. An 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. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

U.S. Probation & Pretrial Services 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 requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six-month probationary period is required. **Due to the expected high volume of applicants for this position, contact will only be made with those qualified applicants who will be invited to interview.**

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**