

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

NOTICE OF VACANCY



POSITION TITLE: Executive Assistant - Reopened

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

ANNOUNCEMENT #: #23-02

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 24-26 (\$46,535- \$91,984)
* Starting salary depending on qualifications and experience.

OPENS: March 22, 2023

CLOSES: Open Until Filled
{Preference to those that apply by 4/7}

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently recruiting for a full-time Executive Assistant. The Executive Assistant performs administrative/professional support to the Executive Leadership Team (ELT) which consists of the Chief Probation Officer, the Deputy Chief Probation Officer and two Assistant Deputy Chief Probation Officers. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources.

The primary focus of the job is to perform a variety of administrative and technical activities, ensuring strict accuracy and adherence to applicable policies, regulations, and protocols. Incumbent's work enhances the members of the ELT's ability to work effectively. The work encompasses developing administrative guidelines which facilitate the effective management of the office. The Executive Assistant contributes to the mission of the office by providing quality service in a professional, courteous, and efficient manner.

Representative Duties:

- Serve as the confidential assistant to the Chief Probation Officer and members of the ELT.
- Prepare correspondence, and other materials, from dictation, rough copy, or own notes for the Chief Probation Officer's review and signature. Edit materials prepared by others for accuracy, proper grammar, and spelling.
- Schedule appointments, arrange meetings, and maintain the calendar for the Chief Probation Officer and members of the ELT.
- Coordinate all general activities in the immediate office, including arranging for equipment maintenance and

ordering supplies. Serve a liaison to the General Service Administration building manager's office for physical needs of the office (heating, cooling, lighting, cleaning, etc.). Backup to the facilities manager for making such reports received from other offices within the unit.

- Responsible for the development and coordination of annual activities, luncheons, meetings, ceremonies, conferences, trainings, and other court unit functions.
- Monitor and track the status and deadlines of various court unit projects. Responsible to complete special projects as assigned.
- Assist in the preparation of agendas and acts as secretary for meetings; prepare materials, take, and distribute minutes of proceedings, prepare presentation slides, presenter notes and handouts.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Compile and complete data for reports, bulletins, questionnaires, and other documents. Generate manual and other reports from databases and computerized systems. Maintains Court directory.
- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the requires of the Chief Probation Officer.
- Gather and analyze data to improve workflow, operating methods and to simplify processing procedures.
- Coordinate general activities in the office, including arranging for equipment and facilities maintenance. Oversees maintenance of consumable supplies for the administrative unit, including the unit's supply closet, copy machine paper and similar.
- Maintain office key cards, parking pass logs, office keys, locker assignments and offender passport storage.
- Disseminate communications to appropriate managers, executives, and peers to follow up on action items to ensure a comprehensive and coordinated response, where required.
- Arrange travel and prepare travel vouchers for the Chief Probation Officer and members of the ELT in accordance with policies and regulations. Audit and review travel vouchers.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the clerk and chief deputy and/or respond directly, as delegated.
- Receive, screen, and route mail to appropriate persons or offices. Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals. Maintain correspondence control records and electronic files and follow-up on correspondence delegated for completion by senior staff.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- Oversee the electronic submission of sentencing documentation to the U. S. Sentencing Commission.
- Coordinate the archiving of probation records to the National Records Center in accordance with records retention policy.
- Oversee the electronic submission of documentation to the Bureau of Prisons for the timely designation of offenders to the institution.
- Assist Budget and Procurement Manager in preparing for and conducting internal audits.
- Verifies and reconciles monthly treatment, housing, and location monitoring invoices.
- Supports other management staff within the Probation Office as needed.
- Perform other job-related duties, as assigned.

Minimum Qualifications/Requirements:

- Applicant must possess a high school diploma (or equivalent). Bachelor's degree is preferred.
- Must be a United States citizen or lawful permanent resident actively seeking citizenship.
- At least two years of specialized experience in a progressively responsible clerical or administrative role requiring the regular and recurring application of clerical procedures.
- Administrative organizational skills such as file maintenance, record keeping, reporting, and preparation of

presentation materials.

- Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences, and events.
- Thorough understanding of office procedures, practices, processes, and mission.
- Skill in written and oral communications, including the writing, editing and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats.
- Ability to exercise mature judgment, maintain confidential information, and handle situations and persons tactfully; Demonstrated sound ethics and good judgment.
- Excellent oral and written communications skills.
- Proficiency in organizing work to meet recurring deadlines.
- Ability to accurately and promptly give and receive information, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judges, and internal and external customers.
- Proficient in Microsoft Word, Excel, Power Point and similar information technology.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment.
- Ability to identify and analyze problems, develop viable solutions, advocate when necessary, and follow through to completion.
- Familiarization with virtual platforms (Zoom, Teams, Google).

Preferred Qualifications:

- Bachelor's degree in a related field is preferred.
- Knowledge of U.S. Probation and Pretrial Services business operations and its associated data.
- Demonstrated use of data to problem solve and identify trends
- Experience with electronic case management/filing systems
- Working knowledge of probation office technology (i.e., Pacts, DSS)

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.

Candidates for employment will be required to follow the vaccination policy for the District of Massachusetts.

APPLICATION PROCESS:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest indicating why you are interested in this position and what best qualifies you
2. A current resume, including a list of three (3) professional references and their current contact information;
3. A transcript if using educational substitution to qualify and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

Information For Applicants:

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. 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. Applicants must be a United States Citizen or permanently eligible to work in the 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. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U. S. Probation & Pretrial Services Office 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.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

NO FAXES OR EMAIL PLEASE