



***U.S. Probation Office  
for the  
Western District of Pennsylvania***



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**Vacancy #15-08**

Opening Date: July 13, 2015  
Closing Date: July 31, 2015, 5 p.m.

**Administrative Specialist**

**Location: Pittsburgh, PA**

CL 27 (\$47,742 starting - \$77,626 ending) Table L8

CL 28 (\$57,224 starting - \$93,042 ending) Table L8

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Starting Salary Based on qualifications and experience

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**Probation Office:**

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 15 U.S. District Judges and 6 U.S. Magistrate Judges. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown). The incumbent will perform human resources, training, travel coordinator, and procurement services.

**Representative Duties:**

- Anticipates, originates, implements, and manages human resources policies, procedures and standards for the office. Researches, analyzes, develops, and recommends policies, procedures and standards. Advises management on personnel matters.
- Assists the Chief in the formulation, implementation and assessment of office practices, policies and procedures. Maintains liaison with the Court Personnel Management Division and secures and maintains current information in the fields of personnel and employee travel.
- Manages office staff travel and oversees procurement/small purchase program.
- Handles inquiries from probation personnel and the public and maintains confidentiality of sensitive matters including, but not limited to, the areas of personnel and office travel.
- Provides technical advice and assistance utilizing the Human Resource Management Information System (HRMIS) on benefits, leave, performance appraisals, pay, recruitment, and retirement. Provide staff with advice and assistance with travel regulations.
- Develops and administers procedures for recruitment and selection of applicants for employment. Schedules, validates and supervises the administration of job-related aptitude and skills tests. Conducts new employee orientation and exit interviews.
- Advises management on application of relevant classification standards. Updates and develops new job descriptions, performance evaluation standards and instruments. Manages the processing for all personnel and payroll actions.
- Coordinates the Equal Employment Opportunity and Employee Dispute Resolution Program and serve as EDR Coordinator, if appointed. Works with management to address current and potential employee relations issues. Assures that practices are in compliance with the Equal Employment Opportunity and Employee Dispute Resolution Plan and grievance and adverse action procedures. Develops and maintains fair employment policies and practices and ensures timely completion of annual fair employment practices information.
- Maintains local personnel records including benefits, pay, performance appraisals, leave, and workers compensation.
- Utilizes the Financial Accounting System for Tomorrow (FAS4T) and serves as backup to the Budget Analyst.

- Other duties as assigned.

**Qualifications:**

Completion of a bachelor's degree from an accredited college or university in a related field or two years of specialized experience, including at least one year equivalent to work at the CL-25 level, are required. Specialized experience is defined as progressively responsible experience in at least one, but preferably two or more functional areas of human resources (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

- A Master's degree in human resources, public administration, business or a related field is preferred.
- The incumbent must be able to handle confidential matters professionally and possess the ability to communicate effectively, both orally and in writing.
- Experience in federal judiciary human resources administration is a plus.
- Must be able to follow rules, procedures, and the *Code of Conduct for Federal Employees*.

**Benefits:**

Employees of the U.S. Probation Office are eligible to receive benefits which include 13-26 vacation days annually, sick leave, ten (10) federal holidays and participation in the following programs: Federal Employees Health Benefits, Federal Employees Retirement System, Thrift Savings Plan, life insurance, long term care, long term disability, optional vision, optional dental, flexible spending, and commuter benefit.

**How to Apply:**

Interested applicants *must* submit, by 5 p.m. on July 31, 2015, a cover letter, a resume, and a completed, signed *Application for Judicial Employment* (AO 78), which can be found at <http://www.pawp.uscourts.gov/careers/>. Submit application materials in either PDF or Word format to: [pawp\\_resumes@pawp.uscourts.gov](mailto:pawp_resumes@pawp.uscourts.gov), Subject: Position #15-08. Failure to follow these instructions will result in disqualification.

**Disclosures:**

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Reimbursement for travel and expenses is not authorized.
- Testing may be a part of the selection process.
- The selected candidate will serve under an "excepted appointment" and will be considered an "at-will" employee.
- Appointment to this position is subject to a one (1) year probation period.
- All appointments are subject to a successful FBI fingerprint background check, with period reinvestigation, and reference checks.
- Appointment is subject to mandatory electronic funds transfer (EFT).
- This Court is an Equal Opportunity Employer.
- Only the most qualified persons will be invited to a personal interview. Please do not call or email. Due to the anticipated high volume of applications, U.S. Probation cannot respond to inquiries.