



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



Vacancy #16-11

Opening Date: **August 1, 2016**

Closing Date: **August 19, 2016**

Administrative Support I

Location: Pittsburgh, PA

Salary: CL 23 / \$32,672 – \$53,114

Based on qualifications and experience

Probation and Pretrial Services 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. This vacancy is at the headquarters location in Pittsburgh. 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 provide office assistance in accordance with approved internal procedures and policies. This position provides technical assistance to ensure the smooth and efficient management of the office, which encompasses areas such as clerical support to court unit staff, as well as support duties such as filing, copying, distributing mail, data entry, answering telephones, word processing, formatting, and greeting visitors/clients.

Representative Duties:

- Perform receptionist duties by greeting visitors/clients in person and on the phone; answering routine questions; and directing visitors/callers to the appropriate person or department.
- Perform data entry functions. Regular and recurring application of clerical procedures involving the use of specialized terminology and automated software.
- Proficient in Word and Excel. Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including word processing, formatting, and generating documents from templates and notes.
- Receive, prioritize, and route incoming materials from within the court unit to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist with records and reproduction, scanning, filing, and locating files and documents.
- Ability to follow safety procedures.
- Ability to organize, prioritize, and to exercise discretion. Ability to work under pressure of short deadlines.
- Ability to interact and communicate effectively (orally and in writing) with the Court, members of the bar, co-workers, and with people of diverse backgrounds.
- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, and database applications, and various other types of software.

Qualifications and Experience:

- A degree is preferred from an accredited educational institution, plus two years' general clerical experience. (Education above high school may be substituted for required general experience.)
- General experience is progressively responsible clerical/office work, or work in the courts or legal field.

Benefits:

- Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, long term care, long term disability, optional vision, optional dental, annual/sick leave, 10 federal holidays and periodic salary increases.

How to Apply:

Applicants who meet the qualifications must submit a cover letter, a resume, and an Application for Judicial Employment (AO78), found at <http://www.pawp.uscourts.gov/careers> under the Careers and Internships section. Submit in PDF or Word format, and please reference position #16-11. 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.
- Qualified applicants selected will be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- The announcement may result in one or more selectees.
- This office may contact references on top candidates and may contact former employers.
- Applicant subject to background investigation, including fingerprinting.
- Mandatory electronic funds transfer for payment of salary.
- All employees must adhere to the *Code of Conduct* for judiciary employees.
- This Court is an Equal Opportunity Employer.
- No phone calls please.
- Failure to follow application instructions will result in disqualification.