



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



Vacancy #16-03

Opening Date: **June 6, 2016**

Closing Date: **June 27, 2016**

Personnel & Procurement Assistant

Location: Pittsburgh, PA

Salary: CL 24 / \$36,193 - \$58,806

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 with both human resources and procurement transactions and maintain accurate records, ensuring strict accuracy and adherence to the applicable policies, regulations, and protocols while preventing legal or personal liability against the court unit executive, the circuit executive and the employee.

Representative Duties:

- Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefits elections. Process workers compensation claims forms. Gather data for required reporting.
- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards.
- Assist in maintaining and monitoring human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations and step increases. Maintaining leave and timekeeping records.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Enter and update information on purchase orders and inventory into automated databases. Issue and deliver materials and supplies to requesting offices.
- Tag furniture and other office materials for the purpose of tracking inventory. Move, set up, and examine furniture and equipment; report maintenance and repair problems to the General Services Administration.
- Assist with records management by filing, scanning, and maintaining documents. Assist with asset inventory, using both manual and automated inventory tracking tools. Make lists of supplies to be ordered.
- Assist procurement specialists or supervisors with follow-up to vendors and customers, such as clarifying or expediting orders. Maintain a variety of logs and databases. Obtain quotes from vendors for supplies, furniture and services.
- Arrange for airline, hotel and rental car reservations for staff in accordance with applicable travel authorizations and regulations, and provide guidance and advice to other court staff making travel arrangements.
- Prepare and maintain all necessary documentation to support travel program to include cost comparisons, travel authorizations, travel vouchers, travel advance requests and related expenses.
- Other duties as assigned.

Qualifications and Experience:

- A four-year degree is preferred from an accredited educational institution, plus two years' general experience. (Education above high school may be substituted for required general experience.)
- General experience is progressively responsible office work in the areas of Human Resources and/or procurement, 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 #16-03. 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.