



## *Notice of Career Opportunity*



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

**Position Title:** Administrative Supervisor  
**Vacancy Number:** 21-06  
**Opening Date:** March 5, 2021  
**Closing Date:** Open Until Filled  
**Duty Station:** Pittsburgh, PA  
**Salary Range:** CL26 (\$48,472-\$78,775)  
Based on qualifications and experience

**First consideration given to applications received by March 19, 2021 at 5 p.m. EST.**

#### **Probation and Pretrial Services Office**

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community and people under supervision. The probation office has approximately 80 employees including probation officers and administrative support positions. The Probation Office headquarters is located in the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, and divisional offices are located in Erie and Johnstown.

#### **Mission Statement**

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

#### **About the Position**

This position is located in the Probation Office, Pittsburgh, Pennsylvania. This position will be responsible for supervising administrative support positions in Pittsburgh, Erie, and Johnstown. Occasional travel may be required. The Administrative Supervisor is responsible for providing supervision of the administrative support team, assuring all work assignments are accomplished in accordance with established quality standards, deadlines, and internal controls. The incumbent solves problems related to work methods, practices or procedures, and makes recommendations to management on process and service improvements.

#### **Representative Duties**

- Supervises administrative support staff; assigns and reviews work, evaluates performance, and recommends disciplinary actions.
- Assists management in developing performance objectives and work standards. Communicates

expectations to direct reports, conducts employee performance evaluations. Ensures confidentiality is maintained in relation to all personnel or other sensitive issues.

- Leads administrative unit team meetings. May arrange and assist in the preparation of various meeting agendas, materials, and minutes.
- Monitors time and attendance, reviews and certifies timesheets, evaluates and processes leave requests while ensuring adequate office coverage for assigned staff.
- Assigns, monitors, and reviews administrative work to ensure accuracy, timeliness, prescribed format, and that statistical credit is earned for all cases.
- Confers regularly with administrative staff to provide direction and assistance in case situations and with general operational procedures. Identifies issues and resolves disputes.
- Maintains updated knowledge of local and national policies and procedures. Stays current on technology to ensure work is performed efficiently.
- Assists with development of policy and procedures regarding administrative support areas. Maintains and updates administrative support manuals and training guides. May assist with updating policy and procedures materials for other departments as needed.
- Provides orientation and training to administrative staff.
- Serves as the point of contact with other district offices, judges and chambers staff, and other stakeholders to answer inquiries relating to office policy and procedures.
- Prepares and processes forms and documents, officer reports, and related paperwork. Prepares petitions, orders, letters, memoranda, and other correspondence as needed.
- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case files and statistical data into automated databases. Oversees the transfers of case files to and from other districts. Prepares casework for statistical records and ensures entries are up to date by extraction deadline. Corrects any reported errors or omissions in data prior to final extraction.
- Electronically files reports with U.S. District Court via the Case Management/Electronic Case Files (CM/ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Performs administrative support responsibilities as needed for the Chief, Deputy Chief and Assistant Deputy Chief Probation Officers.
- Other duties as assigned.

## **Qualifications and Experience**

### **Minimum Qualifications:**

Applicants must have at least two years of work experience in probation or similar work unit that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided the opportunity to gain: (1) skill in developing the interpersonal work relationships needed to lead a team of employees; (2) the ability to exercise mature judgment; and (3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to probation. Technical experience must include working knowledge of Microsoft Word, Excel, Windows and other software applications and databases.

### **Preferred Qualifications:**

In addition to the minimum qualifications, preference will be given to candidates who have any of the following:

- A bachelor's degree from an accredited college or university.
- Progressively responsible experience leading a team or supervising other staff.
- Federal judiciary experience, preferably in Probation.

## **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, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases.

## **How to Apply**

Applicants who meet all qualifications must submit the following items in PDF format online at: <https://www.pawp.uscourts.gov/careers>

Please reference position #21-06

- Letter of interest which includes a narrative statement that addresses your qualifications, skills, and relevant experience;
- Detailed resume including education, previous employment, and salary history;
- Your two most recent performance evaluations; and
- Application for Judicial Employment (AO78).

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

## **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 or withdraw the announcement. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- Qualified applicants selected may 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.
- A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- Only the most qualified individuals will be invited for a personal interview. No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.