



**EASTERN DISTRICT OF WASHINGTON
U.S. PROBATION/PRETRIAL SERVICES OFFICE**

CAREER OPPORTUNITY
Vacancy Announcement No: WAEP 2015-07

United States Probation/Pretrial Services Clerk

Opening Date: May 6, 2015 Closing Date: May 22, 2015 (or until filled)

Vacancy Location: U.S. Probation Office/Federal Building in Yakima, WA
Court Personnel Classification Level: CL 23 (\$31,652 - \$51,447)

The United States Probation and Pretrial Services Office in Yakima, Washington, is seeking an energetic individual to provide receptionist duties and clerical support to the probation and pretrial services office. This position, as are all our positions, is a critical component to our organization's success, and requires a self-motivated person with a solid work ethic, excellent interpersonal skills, the ability to multi-task. The incumbent must be a team player, have the ability to maintain confidences, and enjoy working in a fast-paced work environment. More than one position may be filled from this vacancy.

DUTIES AND RESPONSIBILITIES: The receptionist/probation clerk performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Performs receptionist duties by greeting telephone callers and visitors/clients;
- Answers routine questions, and directs callers/visitors/clients to the appropriate staff person;
- Formats, types, and edits reports developed by the probation and pretrial services officers, often within a short time frame;
- Prepares petitions, judgments, orders, and other court-related documents from templates, notes and dictation;
- Prepares letters, memoranda, and recurring reports and forms, editing and proofreading for grammar and punctuation;
- Organizes and prepares case files in accordance with established case management procedures;
- Receives and transfers case files to and from other districts;
- Conducts criminal record checks through local and national law enforcement computer systems;
- Assists officers in obtaining verification and information necessary in the preparation of investigative reports submitted to the Court;
- Enters statistical data into an automated case-tracking database;
- Makes entries to chronological records from information provided by officers through dictation;
- Reviews monthly supervision reports for completeness and updates the automated case tracking system;
- Scans and uploads documents into electronic case file;
- Assists persons reporting from prison or from court on reporting procedures;
- Performs other duties as assigned.
- Incumbent has daily contact with persons with violent backgrounds.

REQUIRED QUALIFICATIONS:

- High school graduate or equivalent with a minimum of two years general clerical experience;
- Solid understanding of office procedures, practices, processes, and mission;
- Detail oriented with excellent oral and written communication skills;
- Ability to interact effectively, appropriately, and tactfully with a variety of people;
- Excellent skills in grammar, spelling, and proofreading;
- Proficient in organizing work, multitasking, and ability to follow detailed instructions;

- Skill in using multi-line telephone efficiently and in a timely manner;
- Knowledge and skill in a variety of software applications to prepare reports and correspondence;
- Skill in using standard office equipment such as copiers, fax machines, scanners, keyboard, etc;
- Proficient in typing and transcribing dictation;
- Ability to adapt to ever-changing technology and workplace changes.

COURT PREFERRED SKILLS:

- Technical or 2-year degree with legal/office emphasis or the equivalent clerical, office or work experience in legal field.
- Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position;
- Knowledge of the criminal justice system, particularly as it relates to the Federal probation system.
- Proficient in use of computers, software programs and transcription equipment.
- Bilingual

BENEFITS: Judiciary employees serve under excepted appointments, not competitive civil service. Federal benefits include accrual of 13 to 26 days of annual leave per year based on years of service, as well as 13 days of sick leave per year. There is optional enrollment in Federal health insurance, dental and vision insurance, life and disability insurance, long-term care, flexible spending accounts. Employees contribute to a Thrift Savings Plan, (similar to a 401K plan) and pay into the Federal Employees Retirement System. There are 10 paid Federal holidays per year and access to an Employee Assistance Program (EAP). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

APPLICATION PROCESS

To be considered for this position, applicants must submit all of the following application materials:

- A cover letter of interest, summarizing your skills and abilities, summary of time and attendance history, and current salary;
- An Application for Employment (AO-78, 10/09), which may be downloaded from www.waed.uscourts.gov or <http://www.uscourts.gov/FormsAndFees.aspx>.
- Your most recent performance evaluation, if not available, indicate in cover letter;
- Reference this vacancy announcement number, WAEP 2015-07, in your cover letter.

This vacancy announcement can be viewed at www.waed.uscourts.gov. Application packets will not be considered complete unless all items listed above are included. If an item is not available, please indicate in the cover letter. Incomplete packets will not be retained. Application packets must be postmarked by **May22, 2015**. Application packets may be emailed to: nancy_wideman@waep.uscourts.gov, or marked “confidential” and mailed to:

**U.S. PROBATION OFFICE
Attn: Human Resources
P.O. BOX 306
SPOKANE, WA 99210-0306**

Due to the anticipated volume of applications, only applicants selected to participate in the interview process will be notified. Those selected applicants will be tested on their knowledge, skills, and abilities. Reference and background checks will be conducted on final candidate(s). The U.S. Probation Office reserves the right to amend or withdraw this announcement, or to fill the position as soon as possible, without prior written notice. For further inquiry, please contact Human Resources Specialist Nancy Wideman at (509) 742-6317.