



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

VACANCY ANNOUNCEMENT

WAEP 2024-2

UNITED STATES PROBATION CLERK

Opening Date: April 23, 2024

Closing Date: Open until filled (*Preference given for applications received before May 10, 2024*)

Position Location: Yakima, WA

Court Personnel System Classification Level: CL 23 (\$39,212 to \$63,744)

*Depending upon experience, qualifications and previous government service
Promotional potential to next Classification Level without further competition*

Position Overview

The U.S. Probation/Pretrial Services Office is accepting applications for the position of Probation Clerk. The incumbent will provide technical clerical support to probation and pretrial services officers as well as provide office receptionist duties in accordance with internal policies and procedures to ensure the smooth and efficient operation of the office. The incumbent hired at Classification Level 23 is eligible for promotion to classification levels (CL 24-CL 25) without further competition.

The Eastern District of Washington geographically consists of 20 counties covering approximately 42,000 square miles. The probation office's headquarters is in Spokane, Washington, with divisional offices in Yakima and Richland, Washington. Probation/Pretrial Services officers serve in a judiciary law enforcement capacity and serve under the direction of the Administrative Office of the United States Courts.

Representative Duties

The probation/pretrial services 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.
- Formats, types, edits, proofreads 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, recurring reports/forms.
- Conducts criminal record checks through local and national law enforcement computer systems.
- Assists officers in obtaining verification information necessary in the preparation of investigative reports.
- Enters statistical data into an automated case-tracking database.
- Scans, uploads documents into electronic case file program.
- Assists persons from prison or from court on reporting procedures.
- Performs other administrative duties as assigned.
- Interacts with persons with violent backgrounds.
- Consistently demonstrates sound ethics, judgment, and unquestioned integrity.

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

Qualifications

High school diploma or equivalent with a minimum of two years general work experience. General work experience is defined as progressively responsible clerical, office, or other work that indicates the possession of the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

Preferred Qualifications/Skills

- Technical or 2-year degree with legal/office emphasis or equivalent clerical, office or work experience in legal field.
- Bachelor's degree from an accredited school in a related legal field, such as paralegal studies, pre-law, or criminal justice.
- A current paralegal certificate from an accredited provider.
- Self-motivated, detail oriented, excellent oral and written communication skills.
- Excellent interpersonal skills and the ability to be a team player and interact effectively, appropriately, tactfully with a variety of people.
- Excellent skills in grammar, spelling, proofreading.
- Proficient in organizing work, multitasking, and ability to follow detailed instructions in a fast-paced environment.
- Proficient in use of computers and software applications.
- Skill in using standard office equipment such as copiers, printers, scanners, etc.
- Ability to adapt to ever-changing technology and workplace changes.
- Knowledge of the criminal justice system, particularly as it relates to the Federal probation system.

Conditions of Employment

Applicants must be United States citizens or eligible to work in the United States. Selected candidates will be invited to participate in an interview and testing. Reference checks will be conducted on top candidates. Final selected applicants will be subject to a preliminary employment, and criminal history background check. New selectees are subject to a ten-year background check or investigation, including fingerprint and criminal record checks, and subsequent favorable suitability determination as a condition of employment. The U.S. Probation/Pretrial Services Office practices zero tolerance for illegal drug use. Employees of the United States District Court serve under "excepted appointments" and are considered "at will" employees. Federal Government Civil Service classifications or regulations do not apply. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Judicial employees are entitled to the same benefits as other federal government employees as described at <https://www.uscourts.gov/careers/benefits>, which include:

- Paid annual leave in the amount of 13 days per year for the first 3 years, 20 days per year after 3 years, and 26 days per year after 15 years.
- Paid sick leave in the amount of 13 days per year, converted to time in service for retirement benefits.
- Eleven paid holidays per year.
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE).
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (similar to 401K) with employer matching contributions.
- Optional participation in a federal health insurance plan on pre-tax basis.

- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision programs.
- Optional participation in the flexible spending account program for unreimbursed medical and/or dependent care expenses on a pre-tax basis.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, in determining leave accrual and retirement benefits.
- Public Service Loan Forgiveness Program.

Application Process

Applicants must submit an application packet consisting of a letter of interest, a resume, a recent performance evaluation if conducted, a Federal Judicial Branch Application for Employment form (AO 78, 4/22), copy of official college transcript for any education above high school level, and include references. **The application packet must be emailed as one document in PDF format to:**

HR@waed.uscourts.gov

(Please include your name and Vacancy Announcement WAEP 2024-2 in the subject line.)

Incomplete packets will not be considered. Inquiries may be directed to Angie Swan in Human Resources, at (509) 742-6330.

To download the Federal Judicial Branch Application for Employment form visit U.S. District Court's public web site at: <http://www.waed.uscourts.gov> under the U.S. Probation Office tab/Employment Opportunities. Information regarding the United States Courts may be viewed at www.uscourts.gov. Applicants invited to interview must travel at their own expense, and relocation expenses are not authorized. Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only those applicants will receive a written response regarding their application status.

The United States Probation/Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

*The United States District Court for the Eastern District of Washington
is an Equal Opportunity Employer*