UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama

October 21, 2016

Vacancy Announcement # 16-04

PROBATION CLERK

POSITION: Probation Clerk
Full Time Temporary Position (up to one year and one day) with potential for extension or conversion to permanent status without further competition.

LOCATION: Mobile, Alabama

SALARY RANGE: Court Personnel System CL 22/1 to CL 23/1
$25,841 to $32,019, placement based on experience and skills

OPENING: October 21, 2016

CLOSING DATE: November 2, 2016

The U. S. Probation Office, Mobile, Alabama, is accepting applications for the position of Probation Clerk. Applications will be accepted until November 2, 2016. MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT.

Duties and Responsibilities: The Probation Clerk performs duties and responsibilities which include, but are not limited to, the following:

- Develop and maintain an understanding of, and commitment to the Probation Office purposes, policies, function, and procedures.
- Assist Probation Officers by providing secretarial and clerical support such as typing, filing, scanning, and telephone duties.
- Format, type and edit reports developed by Probation Officers.
- Prepare petitions, orders, letters, memoranda, recurring reports, forms, and other documents essential to probation supervision.
- Organize and prepare new case files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.
- Conduct case file reviews and advise officers of matters needing their attention. Make chronological entries in case records. Keep various logs.
- Complete investigative reports and other correspondence as required.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
- Answer and screen telephone calls and visitors to the probation office.
- Perform other related duties as required.

Qualifications and Education Requirements: To qualify for the position, the candidate must be a high school graduate and possess at least two years of general clerical or administrative experience, which includes knowledge of general office practices; proficiency in using Microsoft Word with ability to type at least 60 WPM; excellent spelling,

grammar and proofreading skills; and experience with various computer programs. Preference will be given for legal experience.

Special Requirements: The candidate selected must be tactful, mature, use good judgement, be able to meet the public, maintain confidentiality and work harmoniously with others. The candidate must also be able to multi-task and work in a team-based environment.

Conditions of Employment: Applicants must be United States citizens or eligible to work in the United States. Applicants will be subject to an FBI check, to include fingerprinting, and drug screening. This appointment is provisional pending a favorable employment suitability determination. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

Position Term: This is a temporary (up to one year and one day) non civil service position. Judiciary employees serve under excepted appointments and are considered "at will" employees, and can be terminated with or without cause by the Chief Probation Officer. The United States Courts require employees to adhere to a Code of Conduct. Judiciary employees are entitled to the same benefits as other federal employees.

Other Important Information: Only those applicants considered for interview will receive further notification in writing. More than one position may be filled from this announcement. The appointment will be subject to continued federal funding. All new employees are subject to a 90-day probationary period. Failure to successfully complete the probationary period may result in termination of employment. Interview and/or relocation expenses will not be provided.

Benefits: A generous benefits package is available to employees, which includes: Health Insurance, life insurance, dental and vision insurance, long term care and long term disability, flexible spending benefits, ten (10) paid federal holidays, annual and sick leave, retirement, and Thrift Savings Plan, which is similar to a 401K plan.

Application Process: To be considered for this position, applicants must submit all of the following application materials: a cover letter of interest, with a summary of your work history and current salary, detailed resume, and the Federal Judicial Branch Application for Employment, Form AO 78. Application packets should be mailed or hand-delivered to:

U. S. Probation Office, Attn: Human Resources
201 St. Michael Street, 2nd Floor
Mobile, AL 36652

Or emailed to: becky_drake@alsp.uscourts.gov

Emailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted.

To obtain the AO 78 Application Form and Vacancy Announcement, visit "Employment Opportunities" on our website at: http://www.alsp.uscourts.gov An Application Form may also be downloaded from **www.uscourts.gov/FormsAndFees.aspx.**

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of this announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER