

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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July 17, 2015

**PROBATION SERVICES ASSISTANT
TRANSFER OPPORTUNITY ANNOUNCEMENT
(OPEN ONLY TO CURRENT PROBATION/PRETRIAL SERVICES ASSISTANTS)
JOB CODE: 15-9C0717TNFR**

POSITION: Probation Services Assistant

STATUS: Regular Full-Time

SALARY RANGE: \$41,501 - \$67,449 (CL 24/01 - CL 24/61)

CLOSING DATE: July 31, 2015

LOCATION: San Francisco, Oakland, or San Jose, California

The Northern District of California United States Probation Office is now seeking qualified Probation Services Assistants. More than one position may be filled from this transfer opportunity announcement.

REPRESENTATIVE DUTIES: Assists Probation Officers by conducting case file reviews; advising officers of matters needing their attention and making chronological entries in supervision case records; conducting records research and retrieval; setting up new supervision case records and performing various file management tasks; assisting officers in responding to collateral requests for information; assembling and processing information to the Sentencing Commission; and keeping various logs and records. Formats, edits, and finalizes reports and correspondence for probation officers and completes various standard forms for submission to the court and legal counsel. Maintains original Monthly Treatment Reports (MTRs) and logs and copies of program plans in DAC/MH files and distributes copies of MTRs and logs to probation officers for client files; ensures that the Clinical Services Module is accurate for monthly report submission to the Administrative Office; acts as point of contact for vendor and staff for routine contracts administration questions related to billing, supplies, and file maintenance; and assists the Contracts Administrator and Contracts Team with vendor training by preparing training materials and supply ordering. Operates the California Law enforcement Telecommunications System (CLETS) and Criminal Justice Information System (CJIS) terminals to obtain criminal history information. Opens, closes, and updates information into computerized records, including the Probation Automated Case Tracking System (PACTS) and Probation Assistant. Provides backup receptionist help and provides general clerical and office support.

MINIMUM QUALIFICATIONS:

- Candidate must be a current Probation/Pretrial Services Assistant in good standing (i.e., not on a performance improvement plan, in a probationary period, or similar status).
- One year of specialized experience equivalent to work at CL-23. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit forms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Proficiency in word processing, effective communicator (both verbal and written), and strong filing skills.

PREFERRED SKILLS, EXPERIENCE, AND EDUCATION: Possession of a Bachelor's Degree.

APPLICATION INSTRUCTIONS: Employment is subject to background investigation and verification of information supplied. Applicants must submit a letter of interest including an outline of their skills and experience, a current resume, and copies of their two most recent written performance evaluations. For applicants with education beyond high school, submission of official college transcripts is required. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the Application) is available at: www.canp.uscourts.gov on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. Completed application materials must be received on or before the closing date of July 31, 2015 by close of business (5:00 p.m. PST). It is required that you submit your application materials via e-mail to: CANP_Resumes@canp.uscourts.gov.

The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

**U.S. Probation Office
Northern District of California
Attn. Human Resources
P.O. Box 36057
San Francisco, CA 94102**

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER