

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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January 12, 2017

## OFFICE SERVICES ASSISTANT VACANCY ANNOUNCEMENT JOB CODE: 17-DA0112OSA

POSITION: Office Services Assistant  
STATUS: Regular Full-Time  
SALARY RANGE: \$39,073 - \$63,529 (CL 23/01 - CL 23/61)  
CLOSING DATE: January 19, 2017  
LOCATION: San Francisco, Oakland, or San Jose, California

The United States Probation Office for the Northern District of California is seeking qualified candidates for the position of Office Services Assistant.

### REPRESENTATIVE DUTIES (Not all inclusive):

- Performs receptionist duties or acts as backup receptionist.
- Sets up new investigation case folders, enters information in automated case tracking system, and maintains control logs on continuing cases.
- Copies and distributes documents to the court, legal counsel, and other recipients; receives, date stamps, and files incoming court documents or other materials in case records.
- Receives, opens, and distributes incoming mail; prepares outgoing mail for interoffice or U.S. mail pickup; and sends and receives faxes.
- Types letters, memos, reports, and court documents as assigned.
- Operates the California Law Enforcement Telecommunications System (CLETS) to obtain criminal information and routes the information to appropriate recipients.
- Assists Probation Services Assistants, as well as provide clerical help to other functional areas such as Budget & Procurement and Human Resources, as necessary.

### QUALIFICATIONS:

**Minimum:** High school graduation or equivalent and two years of general experience are required. General experience is 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. 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) equals one year of general experience.

Preferred: Having more than two years of general experience and/or having specialized experience, which means having 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, court settings, or social service organizations. Possession of general knowledge of the criminal justice system and probation/parole processes and procedures, and experience working in a federal government or federal court environment. Experience with Windows, Microsoft Word, and WordPerfect.

**APPLICATION INSTRUCTIONS:** Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and a letter of interest including an outline of their skills and experience. **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), along with their official college transcripts, if applicable. Form AO 78 (the Application) is available at: [www.canp.uscourts.gov](http://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 January 19, 2017 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](mailto: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](mailto: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 reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**