



NOTICE OF POSITION VACANCY

UNITED STATES PROBATION OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

POSITION TITLE: **PROBATION ADMINISTRATIVE ASSISTANT (This position is a temporary position not to exceed one year and one day).**

DUTY STATION: **CHICAGO, ILLINOIS**

STARTING SALARY: **CL 24 (\$36,917 - \$59,993); actual starting salary depends on qualifications.**

CLOSING DATE: **Open Until Filled (Apply by Tuesday, June 9, 2009 to ensure consideration)**

POSITION OVERVIEW: This position is located in the Federal Probation Office in Chicago, Illinois. The Probation Administrative Assistant provides clerical, technical and administrative support to United States Probation Officers. Representative duties of the Administrative Assistant are to:

- Assist probation officers in compiling criminal histories/profiles, running record checks, conducting inquiries with collateral agencies, and collecting documentation. Enter data and information into the offices's computerized database system.
- Maintain chain of custody of urinalysis testing materials. Maintain paper and computerized records of test results, and inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.
- Prepare and process forms and documents, ensuring consistency and accuracy. Answer and screen phone calls, make copies, file, and scan documents into various databases.
- Contact various law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants. Prepare and update case files and reports. Format, type and edit reports prepared by officers.

QUALIFICATIONS: To qualify for this position the applicant must be a high school graduate or equivalent, and have at least two (2) years general office experience and at least one (1) additional year of specialized experience. The experience should have included the following:

- skill in using personal computers and software applications, specifically, use of WordPerfect 12 or above, Internet Explorer 6 or above, Microsoft Office Suite and Corel Wordperfect Suite. Experience with OS Windows XP. Experience with Linux and/or Unix operating systems is a plus.
- ability to communicate effectively and diplomatically in writing and orally;

- ability to assist officers in development of personal computer skills;
- good knowledge of office procedures, practices and processes;
- extensive knowledge of proper grammar usage and the ability to edit efficiently;
- general knowledge of the criminal justice system and legal terminology;
- ability to maintain confidentiality;
- ability to work in a team setting;
- ability to meet required deadlines, maintain tracking systems related to cases and maintain concentration despite interruptions.

Specialized Experience: To qualify for this position, in addition to the two years general experience, applicants must have at least one year of clerical or administrative experience working in an office setting such as a law firm, legal counsel office, banking or credit firm, educational institution, social service organization, insurance company, real estate office, corporate headquarters or human resources/payroll operations.

Educational Substitutions: Education above the high school level may be substituted for general experience on the basis of one academic year equals one year of general experience.

TO APPLY: Application must be made on the government application form, AO78. **Applications may be obtained at the U.S. Probation Office, 55 E. Monroe, Suite 1500, Chicago, Illinois, 60603, during the hours of 8:30 a.m. to 4:30 p.m., Monday - Friday. You may also obtain an application at: www.ilnd.uscourts.gov/hr2** To have an application mailed to you call our office at (312) 435-5729. Return applications to the above address, attention: Human Resources. **Applicants called for interview will be administered job relevant test(s).**

Applications will be screened, and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. More than one position may be filled with this announcement.

Individual will be subject to a background criminal history check before employment offer is made. All new employees are subject to a 12 month probationary period from date of hire. This position is subject to mandatory electronic payment of net pay.

BENEFITS:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security system.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- Optional participation in a group long term care insurance program, long term disability insurance program, as well as flexible spending accounts.
- Optional participation in Thrift Savings Plan (401K plan).
- A minimum of 10 paid holidays per year.
- Excellent opportunities for salary increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER