

UNITED STATES DISTRICT COURT

Eastern District of Wisconsin

U. S. Probation / Pretrial Services

"Together Making a Difference"

Michael K. Klug

Chief U. S. Probation Officer

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VACANCY ANNOUNCEMENT No. 2020-01

Position Title:	ADMINISTRATIVE SUPPORT I
Salary:	Court Personnel System - Classification Level: CL-23 (\$36,091-\$58,662). Starting salary commensurate with experience and education.
Area of Consideration:	Open to All Qualified Individuals
Position Location:	UNITED STATES PROBATION OFFICE 517 East Wisconsin Avenue, Room 001 Milwaukee, WI 53202
E-mail Applications to:	jobs_wiep@wiep.uscourts.gov
Term of Employment:	Temporary Full Time Position (1 year, 1 day subject to extension or permanent employment. Also subject to need and available funding.)
Closing Date:	Open until filled. Applications received by Friday, June 5, 2020, will be given priority consideration.

POSITION OVERVIEW:

Administrative Support I positions provide office assistance in accordance with approved internal procedures and policies. These positions include duties of both an operational and technical nature to ensure the smooth and efficient operation of the office and to support probation officers in a wide range of areas. These areas include secretarial support as it relates to court services and supervision unit duties. This work also includes lower level administrative support duties such as filing, scanning, copying, distributing mail, inputting data, answering phones, typing, formatting, proofreading, assembling reports, and greeting visitors/clients.

Representative Duties

Provide office support and assistance for the operational functions of the office, which may include any or all of the following duties and responsibilities.

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols.

- Prepare and update case files and reports, investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and proofread/edit reports prepared by officers.
- Perform data entry functions into the office's computerized database system. Generate standard reports from databases and computerized systems.
- Electronically file reports with the U. S. District Court via CM/ECF (Case Management/Electronic Case Filing).
- Conduct inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Receive, prioritize, and route all incoming and outgoing mail to appropriate persons or office; process mail requiring special handling; and, provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist staff with scanning, copying, filing, stamping, and locating files and documents.
- Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating, including translating documents and correspondence.
- Perform other duties as assigned.

For additional information, please visit <http://www.wiep.uscourts.gov/about/job.html>

Required Competencies (Knowledge, Skills, and Abilities)

Administrative Management

- Knowledge of criminal justice system and legal terminology. Ability to follow detailed instructions accurately as relates to office policy, procedures, and practices. Ability to organize and prioritize work, work under pressure of short deadlines and handle multiple tasks. Ability to learn office and organizational roles and responsibilities.

Judgment and Ethics

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Skill in spelling, grammar and proofreading. Ability to communicate effectively and tactfully (both orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants.

Information Technology and Automation

- General knowledge of software and keyboarding for word processing, scanning, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.) Strong skill in typing and data entry with minimal number of errors.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

The successful candidate must be a high school graduate or equivalent and must have two years of general experience. General experience is defined as 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.

DESIRABLE CHARACTERISTICS:

The Eastern District of Wisconsin strives to maintain and grow a productive and positive culture. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic,

introspective, honest, curious, adaptable, committed and be accountable. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to multi-task and balance the demands of varying workload responsibilities and deadlines. The successful candidate will have the ability to interact and communicate effectively (both orally and in writing) with individuals of diverse backgrounds.

COURT-PREFERRED QUALIFICATIONS:

Knowledge and skill in the use of computers and software applications, to include MS Word, Outlook, Adobe Acrobat and experience with multi-line telephone systems.

BENEFITS:

The U. S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Benefits include Federal Employees' Retirement System, Health Benefits, Group Life Insurance, Thrift Savings Plan, paid holidays, annual and sick leave. See more: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

CONDITIONS OF EMPLOYMENT:

Applicants must be citizens of the United States of America or a permanent resident seeking U.S. citizenship. This office will call references of the final group of candidates and may call former employers to seek information on past performance history. Finalists are subject to a background check (criminal and credit history). The incumbent may also be subject to periodic reinvestigation. The United States Courts require employees to adhere to a *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements. Travel may be required. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLICATION PROCEDURES:

To be considered for this position applicants must electronically submit application documents to jobs_wiep@wiep.uscourts.gov **Submit ALL of the following in one pdf format document:**

*a letter of interest not to exceed three pages which addresses your qualifications, skills and relevant experience for the position and includes an explanation of what interests you most about the position.

*resume

*official application form (AO 78 http://www.wiep.uscourts.gov/about/Job_AO_078_20.pdf)

*copy of high school and/or college transcripts

*your last performance evaluation if available (strongly preferred)

Submission of false or fraudulent information may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Due to the volume of applications, **the U. S. Probation Office will only communicate with those qualified individuals who will be invited for testing and interviews.** The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.

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

AN EQUAL OPPORTUNITY EMPLOYER