

Probation Receptionist

Starting Salary: \$33,332 – 46,151 CL-23, Depending on qualifications and experience

Vacancy Announcement #19-05; Type of Appointment: Full Time

Date opened: February 12, 2019; Closing date: March 12, 2019, or until filled

Area of Consideration: All qualified candidates within commuting distance

Location of Position: Indianapolis

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of Probation Receptionist to provide office reception coverage in accordance with internal policies and procedures, and to provide administrative support to probation officers in a wide range of areas, including preparing forms, documents, and correspondence, and preparing and maintaining case files. More than one position may be filled from this announcement.

THE OFFICE: A part of the United States District Court, the United States Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Bloomington, Evansville, New Albany, Noblesville, and Terre Haute.

SALARY AND BENEFIT INFORMATION: The United States Probation Office is part of the Judicial Branch of the Federal government and operates as an independent excepted service agency. Although not part of the civil service, staff of the Judicial Branch are eligible for civil service health, life, and retirement benefits. This position is classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay.

THE POSITION: Responsibilities include, but are not limited to:

- ◆ Receives, screens and refers telephone calls and visitors. Answers routine inquiries.
- ◆ Notifies appropriate personnel when they have visitors. Directs persons reporting from prison or Court to assigned officer for reporting procedures. In the absence of a client's officer, arranges for the client to be seen by another officer or supervisor, in accordance with office policy, including those clients participating in a urinalysis program (i.e. in-office testing).
- ◆ As needed, prepares various documents, including petitions, orders, letters, memoranda, and other correspondence on a computer, which requires typing, keyboarding, formatting, proofreading, and generating documents from templates and notes. As required, records chronological entries.
- ◆ Organizes and prepares investigative and case files for officers' use in accordance with established office policies and procedures.
- ◆ Regularly scans and uploads documents into the Document Imaging Module of the office's case management tracking system (PACTS).
- ◆ Routinely assists with additional tasks in a backup capacity as assigned, such as initial presentence disclosure, preparing draft Judgment and Commitment Orders, electronically submitting appropriate documents to the Bureau of Prisons and Sentencing Commission, setting up and assigning collateral requests, processing transfer of jurisdiction requests, assigning and monitoring pre-release cases, monitoring deportation cases, and making corrections in PACTS.
- ◆ Processes outgoing mail.
- ◆ Assists office, as needed, in handling security issues using emergency reporting procedures.
- ◆ Operates copier, scanner, fax and other office equipment.
- ◆ Perform other duties as may be assigned.

REQUIRED EDUCATION/EXPERIENCE: To qualify, an applicant must be a high school graduate or equivalent and have at least one year of general experience. 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.

STRONGLY PREFERRED QUALIFICATIONS: At least one year of specialized experience. 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 firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Excellent computer knowledge, with experience in the Windows operating environment, word processing, and database applications, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

BACKGROUND INVESTIGATION: A background investigation with law enforcement agencies, including fingerprint and criminal records checks, will be conducted. The selected applicant(s) will be hired provisionally pending successful completion of the background. The incumbent may be subject to periodic reinvestigation.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter, completed application (AO-78) and a resume by e-mail or mail. By e-mail to: HRsubmit@insp.uscourts.gov. PDF format is preferred, but Word documents will be accepted. The subject line for e-mail submissions should have the applicant's name and Probation Receptionist. Mailed applications should be addressed to: Personnel - CONFIDENTIAL (#19-05), U.S. Probation Office, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204.

The letter should address your experience relative to the position of Probation Receptionist, why you would like to serve in this capacity in the Southern District of Indiana, and how your selection would benefit the district. Applications may be obtained from: <http://www.insp.uscourts.gov/career-opportunities>. Applications that are incomplete, faxed, or do not conform to the above instructions will not be considered. To ensure consideration, completed application materials must be received or postmarked by March 12, 2019.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

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

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer