



Southern District of Iowa United States Probation Office
110 East Court Avenue, Room 127
Des Moines, Iowa 50309-2052

“We serve with integrity, courage and compassion, promoting justice and positive change.”

Position Title: U.S. Probation and Pretrial Services Administrative Assistant

Announcement Number: 14-07

Duty Station Location: Des Moines Office: 110 East Court Avenue, Room 127, Des Moines, IA 50309

The starting salary range pertains to applicants that are new appointments. The salary placement would then be based on educational background and experience in accordance with the Court Personnel System and court preferred skills. Reclassification of new appointments from provisional status could take place at the end of the one year probationary period. Additional promotional potential is possible within these ranges without further competition based on experience and performance, at the discretion of the Chief U.S. Probation Officer.

Starting Salary Range Minimum/Maximum: CL24/01 \$34,703 to CL25/25 \$47,923

Date Open: July 1, 2014

Closing Date: August 1, 2014

The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

Duties and Responsibilities:

The U.S. Probation and Pretrial Services Administrative Assistant is responsible for providing meaningful assistance to the unit executive and office managers while performing a range of duties and responsibilities, including but not limited to the following:

1. Perform administrative duties such as filing, copying, distributing mail, inputting data into electronic databases, customer service (answering and handling phone calls and greeting visitors), and directing callers or visitors to the appropriate department or person. Provide office coverage in the event of district-wide training for officers.
2. Assist with locating, scanning, and uploading case file documents into the Probation Automated Case Tracking Systems (PACTS), a central electronic database.
3. Periodically utilizing CM/ECF, a District Court database, to upload court documents as directed.
4. Maintain detailed property inventory records utilizing a specified database to track and account for property in the custody of the Probation Office. This will require periodic review of property to ensure up-to-date records are maintained and excess property is disposed of.

5. Open, close, and update information into computerized records, including PACTS. Research information from case records and enter into system as appropriate. Screen forms completed by officers and request corrections as needed. Retrieve information from databases and generate periodic reports.
6. Maintain a detailed automated record of case activity in PACTS. Responsible for case records as required by the Court, the Administrative Office of U.S. Courts, and the Chief U.S. Probation Officer.
7. To maintain a positive and motivated disposition. This will require active participation and providing meaningful contributions to process improvement committees within the probation office.
8. Participation in training to enhance skills, knowledge, and effectiveness within the probation office.
9. Perform other duties as the Court and Chief U.S. Probation Officer or designees may require.

Minimal Qualifications

- Must be a United States citizen.
- Skills in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to use computer software and database systems to perform a wide-variety of functions with a minimum of one year experience.
- The successful candidate is required to be a high school graduate or the equivalent. Education above the high school level may be substituted for experience.
- The successful candidate must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgement, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must be able to meet all Court deadlines and dates.

Benefits:

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.

Miscellaneous:

- The candidate considered for this position will undergo a full background investigation by the Office of Personnel Management (OPM) once they have entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature, considered not to be acceptable by the Chief District Judge and Chief U.S. Probation Officer, continued employment as a U.S. Probation Officer would be terminated.
- The candidate will be subject to ongoing random drug screening, periodic background reinvestigation, and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Probation Officer for reasonable cause at anytime.
- All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Court employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).
- Commencing on the date of her/his formal promotion/entry on duty, the candidate must complete a one-year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee's supervisor the ability to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Once the candidate has successfully completed the one-year probationary period, the provisional status can be removed.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.
- The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.
- The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to this announcement without posting the position. Unsuccessful candidates, that do not meet the minimum requirements, will not be notified.

Required Documents to Apply:

Submit letter of interest/cover letter detailing knowledge, skills, and abilities, along with your resume, AO78 form, and copy of academic transcript(s) to the address listed below. Please indicate in your cover letter how you will serve the needs of the probation office from a customer service perspective. The AO78 application form can be downloaded at: <http://www.uscourts.gov/forms/AO078.pdf>. Please also submit your last performance appraisal with your application packet.

Any inquiries regarding the posting, the application process, or follow up calls should be directed to Melinda Sosa, Administrative Manager, at (515) 284-6127 or via e-mail (WordPerfect, Microsoft Word, or Acrobat pdf format only) to: Melinda.Sosa@iasp.uscourts.gov. Applications submitted without required documents will not be considered. Only applicants selected for an interview will be notified.

Michael J. Elbert, Ph.D.
Chief U.S. Probation Officer
United States Courthouse Annex
110 East Court Ave., Rm. #127
Des Moines, IA 50309-2052

Vision:



Mission:

"We serve with integrity, courage, and compassion, promoting justice and positive change."

Guiding Principles:

Integrity, Teamwork, Professionalism, Attitude, Diversity, Respect,
Ethics, Communication, Loyalty and
PACTS - **P**assion, (**P**ositive) **A**ttitude, **C**ommitment, **T**eamwork, **S**ervice to the Court.

Management Team Mission:

The management team is committed to leading each day by putting staff safety, development and innovation first.

**EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**