

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT/NORTH CAROLINA**

**Vacancy Announcement/Position Overview
Vacancy Number FY1611AD1**

**POSITION: Probation Services Assistant
Temporary – (Not-To-Exceed One Year)**

POSITIONS AVAILABLE: One or more positions – open until filled with a final closing date of April 30, 2016. The initial cutoff date will be November 23, 2015. Applications received by the initial cutoff date will receive first consideration. Applications received after November 23, 2015 will then be considered until the position is filled.

AREA OF CONSIDERATION: Nationwide

EMPLOYMENT TERM: Under this vacancy, the Probation Services Assistant position is a temporary full-time position with an employment period of one year and one day. Temporary Indefinite positions may be extended; converted to permanent status; or converted to full-time permanent status without further competition--subject to need and available funding.

**Opening Date: 11/09/2015
Closing Date: 11/23/2015 (Initial Cutoff)
04/30/2016 (Final Closing Date)**

LOCATIONS: To Be Determined (North Carolina) **
Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

HOURS PER WEEK: 40

SALARY RANGE: (CL 23) \$ 31,652 to \$51,447 *

*Starting salary commensurate with qualifications and subject to availability of funding.
** Duty station assignment is at the discretion of the Chief U. S. Probation Officer

Position Overview:

The Probation Services Assistant position provides non-hazardous duty clerical and administrative support to probation officers, specialists, and supervisors within the probation office. This position also assists administrative and management personnel when needed. The Probation Services Assistant screens telephone calls and greets visitors/clients, performs research and compiles information, prepares court papers, enters statistical data, handles routine correspondence and advises the probation officers of schedules and other matters pertinent to caseloads. Work is performed under the supervision of the clerical supervisory personnel. (For your convenience, a detailed position description is available on our website @ <http://www.ncmp.uscourts.gov/current-employment-opportunities>)

Minimum Qualifications:

To qualify for the position of Probation Services Assistant at CL 23, the successful candidate must be a high school graduate (or equivalent) and must have at least two years of general experience. Graduation from an accredited college or university is preferred. **Applicants must be a United States Citizen, U.S. national, or a lawful permanent resident “seeking citizenship.”**

General Experience:

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.

Educational Substitution:

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 Qualifications:

Prior experience within the “Judiciary” is preferred. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, high integrity, good judgment and initiative; and must maintain a professional appearance and demeanor at all times. Additional preferred qualifications include the ability to meet with the public; the ability to work harmoniously with others; and the ability to communicate effectively--both orally and in writing. The successful candidate must also be flexible; conscientious about detail and accuracy; must have the ability to work with minimal direct supervision; and must be able to balance the demands of varying workload responsibilities and deadlines.

Preferred Skills:

Proficient computer skills to include accurate data entry skills and a solid working knowledge of spreadsheet and database applications, Windows, and Microsoft Word

BENEFITS:

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee’s share may be deducted “pre-tax” from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from “pre-tax” salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for an application package which includes the current Probation Services Assistant vacancy announcement, position description, and “fillable” AO-78, Federal Judicial Branch Application for Employment form. (Prospective applicants who do not have personal internet access may want to use internet resources available at the Employment Security Commission, public libraries, colleges, and copy centers.)

To be considered for this position, a completed AO-78, Federal Judicial Branch Application for Employment form with a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position, must be submitted to the Greensboro, North Carolina office postmarked no later than **November 23, 2015**, to qualify for the initial cut-off date. Applications received after this date will then be considered until the position(s) are filled. Delivery confirmation must be arranged at the time of mailing. This office will be unable to verify delivery of your application package.

“Handwritten,” incomplete, and unsigned applications will not be considered, returned, or retained.

Application mailing address, contact information, and vacancy closing information:

Wesley Sharpe
Personnel Specialist
United States Probation Office
101 South Edgeworth Street - Suite R312
Greensboro, North Carolina 27401

Employment contact information:

Questions not answered within the vacancy announcement or website instructions should be directed through the Employment Line at (336) 358-4238.

The most qualified applicants will be contacted (by telephone) for interviews prior to the final vacancy closing date. In lieu of position closing letters, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> under the Current Employment Opportunities section.

Applicants must possess a valid driver’s license.

Divisional offices within the Middle District of North Carolina are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.”

This position is classified as a “Sensitive” position. The selected candidate for this position is subject to a background check, credit check, and fingerprint check as a condition of employment.

The Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

Special Note: This “at will” position shall be considered “FILLED” if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be withdrawn at the discretion of the Chief U. S. Probation Officer.

Electronic Funds Transfer (EFT) is mandatory for payroll deposit.

The United States Probation Office is an Equal Opportunity Employer.