

United States District Court District of Oregon Probation Office

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PLEASE REPLY TO PORTLAND

VACANCY ANNOUNCEMENT #19-11

Probation Services Assistant

Court Personnel System Classification Level: CL 23

Salary Range at \$35,811 - \$58,196 depending on experience, qualifications, and current compensation.

OPENING DATE: July 23, 2019

CLOSING DATE: Open Until Filled

Preference will be given to applications received by August 20, 2019.

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for Probation Services Assistants in our **Portland** office. Under the direction and guidance of a supervisor, Probation Services Assistants provide specialized technical and administrative support to probation officers in a wide range of areas, including compiling information for investigations, preparing drafts of reports and correspondence, coordinating with collateral agencies, and performing similar duties. More than one position may be filled with this announcement.

Representative Duties:

- Organizes and prepares new criminal case documents for officers' use in accordance with established case management procedures. Enters criminal case file information and statistical data into automated databases.
- Ensures case files are updated for investigation and supervision units at the direction of officers or supervisors in accordance with established policies and practices. Confirms the accuracy of information when entered into case records. Transfers case files to, and receives case files from, other districts.
- Electronically files reports with the U.S. District Court via the Court's case management system (CM-ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Assists officers with observation and collection of urine samples in accordance with established procedures.
- Prepares routine correspondence, including but not limited to form letters, notices, reports, and associated correspondence using templates and forms. Maintains correspondence control records and tracks correspondence through internal databases. Updates chronological entries as required.

- Assists probation officers with conducting limited scope criminal history database inquiries and compiling limited scope criminal history/profiles. Submits collateral record inquiries. Assists with record collection as needed.
- Assists officers in routing outgoing correspondence to outside agencies as needed.
- Receives, prioritizes, and routes incoming and outgoing mail and materials from within the Court and from outside agencies to the appropriate individuals within the office.
- Maintains, updates, and tracks paper and electronic files including making copies, delivering documents to staff, scanning documents, filing, and locating files and documents.
- Participates in and contributes to ongoing training programs.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

To qualify at a CL 23, step 1, applicant must be a high school graduate or equivalent and have two years of general experience. To qualify at a CL 23, step 2 or higher, applicant must have at least one year 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.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

EMPLOYEE BENEFITS

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan. New employees entering Federal service on or after January 1, 2014, contribute 4.4% of their base pay to the FERS Basic Benefit plan throughout their career.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance and dental and vision insurance.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies (some prior military service may qualify) for determining leave accrual and retirement benefits.

APPLICATION PROCESS

To apply, submit the following:

1. Federal Judicial Branch Application for Employment (AO 78)
2. Letter of Interest (Cover Letter)
3. Chronological Resume
4. List of 3 Professional References

Send via email to hr2@ord.uscourts.gov in pdf form. Combine all documentation into one pdf. You may also mail submissions to the address below. **For preference, these items should arrive at the Court no later than 4:30 p.m. on Tuesday, August 20, 2019.** Application forms are available on the District of Oregon's website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Probation Services Assistant - Portland
Human Resources Department
U.S. Probation Office, United States Courthouse
1000 S.W. Third Avenue, Suite 740
Portland, OR 97204-2902

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the US Probation Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States Probation Office for the District of Oregon is an Equal Opportunity Employer