

United States District Court District of Oregon Probation Office

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VACANCY ANNOUNCEMENT #19-12

Administrative Supervisor

Court Personnel System Classification Level: CL 26 – CL 27

Salary Range at \$48,244 - \$86,153 depending on experience, qualifications, and current compensation.

OPENING DATE: July 26, 2019

CLOSING DATE: Open Until Filled

Preference will be given to applications received by August 22, 2019.

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for an Administrative Supervisor in the **Portland** office. This position is responsible for providing supervision of the administrative support team, assuring all work assignments are accomplished in accordance with established quality standards, deadlines, and internal controls. The incumbent solves problems related to work methods, practices or procedures, and makes recommendations to management on process and service improvements.

The United States Probation Office for the District of Oregon includes five offices: Portland (headquarters), Eugene, Medford, Salem and Bend. This position will be responsible for supervising administrative support positions in Portland, Eugene and Medford. Occasional travel may be required.

Representative Duties:

- Supervises administrative support staff; assigns and reviews work, evaluates performance, and recommends disciplinary actions.
- Assists management in developing performance objectives and work standards. Communicates expectations to direct reports, conducts employee performance evaluations. Ensures confidentiality is maintained in relation to all personnel or other sensitive issues.
- Leads administrative unit team meetings. May arrange and assist in the preparation of various meeting agendas, materials, and minutes.
- Monitors time and attendance, reviews and certifies timesheets, evaluates and processes leave requests while ensuring adequate office coverage for assigned staff.
- Assigns, monitors, and reviews administrative work to ensure accuracy, timeliness, prescribed format and that statistical credit is earned for all cases.

- Confers regularly with administrative staff to provide direction and assistance in case situations and with general operational procedures. Identifies issues and resolves disputes.
- Maintains updated knowledge of local and national policies and procedures. Stays current on technology to ensure work is performed efficiently.
- Assists with development of policy and procedures regarding administrative support areas. Maintains and updates administrative support manuals and training guides. May assist with updating policy and procedures materials for other departments as needed.
- Provides orientation and training to administrative staff.
- Serves as the point of contact with other district offices, judges and chambers staff, and other stakeholders to answer inquiries relating to office policy and procedures.
- Prepares and processes forms and documents, officer reports, and related paperwork. Prepares petitions, orders, letters, memoranda and other correspondence as needed.
- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case files and statistical data into automated databases. Initiates statistical transactions. Transfers case files to and from other districts. Prepares casework for statistical records and ensures entries are up to date by extraction deadline. Corrects any reported errors or omissions in data prior to final extraction.
- Electronically files reports with U.S. District Court via the Case Management/Electronic Case Files (CM/ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Performs administrative support responsibilities as needed for the Chief, Deputy Chief and Assistant Deputy Chief Probation Officers.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

Applicants must have at least two years of work experience in probation or similar work unit that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided the opportunity to gain: (1) skill in developing the interpersonal work relationships needed to lead a team of employees; (2) the ability to exercise mature judgment; and (3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to probation. Technical experience must include working knowledge of Microsoft Word, Excel, Windows and other software applications and databases.

Preferred Qualifications:

In addition to the minimum qualifications, preference will be given to candidates who have any of the following:

- A bachelor's degree from an accredited college or university.
- Progressively responsible experience leading a team or supervising other staff.
- Federal judiciary experience, preferably in Probation.

Candidates must also demonstrate:

- A consistent past employment record;
- Ability to work independently;
- A demonstrated ability to use analytical thinking to problem-solve;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

SALARY RANGE

This position is classified at CL 26 (\$48,244 - \$78,386) to a CL 27 (\$52,982 - \$86,153) depending upon the qualifications and experience of the successful candidate. A CL 26 has promotional opportunity to a CL 27 without further competition.

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. Please note vacancy announcement "#19-12 Administrative Supervisor" in the subject line of the email. All documentation should be combined 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 Thursday, August 22, 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.**

Administrative Supervisor
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. Verification of employment, education, and reference checks will be made prior to any offer of employment. Any previous or current U.S. Federal employee selected for interviews may be required to submit a copy of their last Notification of Personnel Action (SF50). 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 of the Clerk's Office 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.
- 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.