



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
U.S. PROBATION OFFICE**

POSITION ANNOUNCEMENT NUMBER: 2014-11

OPENS: 05/02/14

CLOSES: 05/09/14

POSITION TITLE: Temporary - Probation Administrative Assistant

NUMBER OF POSITIONS & LOCATIONS: Two (2)-One 1 position in the Supervision Division and one (1) in the Presentence Division, U.S. Probation Office, 233 Broadway, New York, NY

TYPE OF APPOINTMENT: Full Time Temporary (Not to exceed September 26, 2014)

SALARY: CL 22 - \$13.98 per hour or CL 23- \$17.32 per hour (Depending on Qualifications)

AREA OF CONSIDERATION: Open to all sources

DUTIES AND RESPONSIBILITIES:

The primary responsibility of the probation administrative assistant is to provide office assistance in accordance with approved internal procedures and policies, under the supervision of a supervisory U.S. Probation Officer. Duties include administrative and technical assistance to probation officers to ensure the smooth and efficient management of the office. The probation administrative assistant performs administrative duties such as: filing, xeroxing, scanning, distributing and shredding documents and forms, sorting and classifying files, inputting data into a database, answering phones, typing, formatting, and assembling reports. At the CL-22 level, technical duties include assisting officer with making calls, scheduling appointments and obtaining documents for investigations, and performing similar duties under the guidance of a probation officer. At the CL-23 level, technical duties include assisting officers with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation officer. These positions may require the incumbent to perform special assignments and other related duties as assigned.

Each incumbent will be expected to maintain the integrity of this office; by such means as, maintaining the confidentiality of all documents and information exposed.

REQUIRED QUALIFICATIONS:

Qualifying experience for CL-22, must be a high school graduate, or equivalent. Qualifying experience for CL-23, must be high school graduate, or equivalent, and have two years of general experience.

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:

- * Highly conscientious.
- * Exceptional interpersonal and organizational skills.
- * Ability to pay close attention to details.
- * Ability to work within precise time frames and deadlines.

AGE REQUIREMENTS: All applicants must be at least 18 years of age.

APPLICATION PROCEDURE:

You may apply by submitting your resume and cover letter to the Southern District of New York, U.S. Probation Office by fax or e-mail.

FAX: (212) 805-0045

E-MAIL: sdnyprobation_hrdepartment@nysp.uscourts.gov

APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES OR BE ELIGIBLE TO WORK IN THE UNITED STATES.

WITH APPLICANT'S AUTHORIZATION, APPLICANT MUST UNDERGO LAW ENFORCEMENT AND CREDIT CHECKS.

EMPLOYEES OF THE U.S. PROBATION OFFICE ARE REQUIRED TO ADHERE TO A CODE OF ETHICS AND CONDUCT.

THIS POSITION IS A MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY, I.E., DIRECT DEPOSIT.

THE U.S. PROBATION OFFICE RESERVES THE RIGHT TO MODIFY THE CONDITIONS OF THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE JOB ANNOUNCEMENT, WHICH ACTION MAY OCCUR WITHOUT PRIOR WRITTEN NOTICE OR OTHER NOTICE.

DUE TO THE VOLUME OF APPLICATIONS RECEIVED, THE PROBATION OFFICE WILL CONTACT ONLY THOSE APPLICANTS WHO WILL BE INTERVIEWED.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER.