

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

*The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of **Administrative Support Clerk**.*

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**ANNOUNCEMENT NUMBER:** 14-USPO-9

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Administrative Support Clerk  
Full-Time Permanent Position (FTP), Excepted Service

**CLASSIFICATION LEVEL:** Court Personnel System, Classification Level 23

**STARTING SALARY:** \$31,343-\$39,179 annually depending on experience

**OPENING DATE:** Monday, October 20, 2014

**CLOSING DATE:** Wednesday, November 5, 2014, 5:00 PM CST

**STARTING DATE:** TBD

★ *This position has promotion potential without further competition up to classification level 27.*

### **POSITION OVERVIEW:**

The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of Administrative Support Clerk. This position is located in the probation office and reports directly to the Administrative Manager. The Administrative Support Clerk will perform or be responsible for the following duties:

- May act as a receptionist by answering the main office telephone, greeting office visitors, counsel, and clients, responding to and processing over-the-counter inquiries from visitors, counsel, and clients.
- Assists in conducting record checks on pending investigations for this Court and collateral investigations from other Courts, which may include gathering records from local law enforcement agencies and inputting findings into written reports. Conducts criminal record checks through local or national law enforcement files. *Incumbent must have a valid driver's license and have access to a personal vehicle for record gathering process. Mileage reimbursement will be provided for use of a personal vehicle on official government business.*
- Incumbent tracks and processes monthly supervision reports and maintain a file tracking system. Assists records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Incumbent ensures the interview rooms are stocked with supplies and assists in the archiving process.
- Performs other duties as assigned.

### **GENERAL INFORMATION:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on final candidate(s).
- Work may be performed in an office setting and off-site from a remote duty station. Some travel may be required.
- Incumbent may have contact with persons with violent backgrounds.

### **REQUIRED QUALIFICATIONS:**

- High school diploma or equivalent.
- Two years of general experience, which is progressively responsible for clerical, office, or other work experience which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.
- Proficiency in document processing, records management, and filing system maintenance.
- Excellent oral and written communication skills and a skill in communicating with a variety of persons.
- Broad knowledge of proper spelling and grammar usage as well as proofreading skills.
- Knowledge of computers and software for email, and report generation. Skill in using standard office equipment (copiers, fax machines, scanners, etc.) Skill in keyboarding and typing.
- Strong organization skills.
- Flexibility in adapting and embracing workplace changes.

### **PREFERRED SKILLS AND EXPERIENCE:**

- Associate's or bachelor's degree from an accredited college or university.
- General knowledge of the U. S. Probation Office's organization and services.
- Experience working in a government or court environment.

### **BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)

- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Group Long Term Care Insurance through CNA
- Paid on-site assigned parking
- 24-hour fitness facility

**APPLICATION PROCEDURES:**

**Interested candidates should submit complete applicant's packet which includes: a letter of interest, a current/detailed resume, three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets must be received by 5:00 PM CST on Wednesday, November 5, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website [www.lamd.uscourts.gov/employment](http://www.lamd.uscourts.gov/employment). **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applicant's packets will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies WILL NOT be accepted. Please email or fax your complete applicant's packet to:

[humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov)

*(Attachments must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**OR**

Attention: Human Resources

Fax: 225.389.3542

**ADDITIONAL INFORMATION:**

Due to the volume of applications received, the U. S. Probation and Pretrial Services Office will contact only the most qualified applicants who will be invited to one (or more) personal interview(s). Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. Only those who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office, another candidate within the recruitment field, with either more experience or qualifications, was selected. **Please do not call.**

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work at the Court are considered at-will and work at the pleasure of the court. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The selectee will be subject to a one year probationary period in this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at [humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov). The decision on granting reasonable accommodations will be made on a case by case basis. The United States Probation & Pretrial Services Office for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.