



# **United States Probation Office**

## **District of Montana**

### **Vacancy Announcement 6P:2021**

<b>Position Title:</b>	Probation Clerk
<b>Duty Station:</b>	Missoula, Montana
<b>Starting Grade/Salary*:</b>	CL-23, \$40,770 – \$56,790 depending on experience and qualifications
<b>Announcement Date:</b>	November 12, 2021
<b>Application Deadline:</b>	Open until filled, however preference will be given to applications received by Dec. 3, 2021

\* The incumbent selected for this position will be eligible for future promotion without further competition based on accretion of experience and duties, acceptable job performance, and at the discretion of the Chief Probation Officer.

#### **Representative Duties:**

The Office of Probation and Pretrial Services of the U.S. District Court, District of Montana, is seeking an experienced, adaptable office professional for the position of Probation Clerk in our Missoula office. This is a full-time position (40 hours per week, 8:00 am – 5:00 pm, Mon – Fri) with all applicable federal benefits. The Missoula Probation Office is located in the Russell E. Smith U.S. Courthouse, 201 E. Broadway, Missoula, MT.

#### **Representative Duties and Responsibilities:**

The Probation Clerk provides administrative and technical assistance to probation and pretrial services officers, as well as general office support. Responsibilities are varied, and include: data entry, maintenance, and retrieval; electronic file set up and maintenance; electronic filing of documents; preparing, reviewing, processing and routing forms and documents; monitoring and notification of data alerts to officers; proofreading and editing reports; answering phones, providing reception duties, and providing requested information; receiving, prioritizing and routing incoming and outgoing mail; contacting law enforcement and regulatory agencies for information; assisting officers with documentation and processing of urinalysis testing, and maintaining records of results and chain of custody; providing general daily office responsibilities.

**Education and Experience Qualifications:**

**Minimum requirements:** High school diploma or equivalent, and 2 years of general office experience.

**Preferred experience and skills:** Experience with database systems and proficiency in the use of automated equipment and software applications. Highly accurate data entry skills. Skill in spelling, punctuation, grammar and proofreading. Strong organizational skills. Ability to meet strict deadlines. Willingness to learn new systems and ability to adapt to frequent change. Ability to interact and communicate in a professional manner with a diverse range of individuals, including clients under federal supervision, family members and associated individuals, as well as with community members and other court employees. Familiarity with law enforcement or legal terminology is helpful but not required.

Successful applicants will have the following knowledge, skills and abilities:

- General knowledge of the roles and functions of federal probation, the court, and related agencies. Knowledge of automated systems, legal terminology, and investigative techniques.
- Knowledge of and compliance with court confidentiality, ethics and judgment standards.
- Skill in use of automated technology, including word processing, spreadsheets, and database applications.
- Ability to organize, prioritize, and work under short deadlines.
- Ability to communicate in an effective manner, both oral and written, to a wide variety of individuals.

**Employment Requirements and Selection Process:**

Applicants must be citizens of the United States or be eligible to work in the United States. The incumbent chosen must provide their fingerprints for a background security check. Employees are required to use Electronic Fund Transfer for payroll deposit. The court requires that employees adhere to the *Code of Conduct for Judicial Employees* (available at: <http://www.uscourts.gov/rules-policies/judiciary-policies> ). Employees of the United States Courts are considered “at will” employees, and are not covered by the Office of Personnel Management’s civil service classification system or regulations.

**Application Procedure:**

Qualified applicants should submit by email only the following materials in PDF format:

- A letter of application summarizing the applicant’s qualifications;
- A current resume detailing relevant experience, dates of employment and functions managed.
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature);
- A list of at least three professional references.

**Online Application Portal:**

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=prux8s4e&pos=6P2021>

Please contact the Human Resources Department, if you require alternative application submission options at 406-542-7113 or email [human\\_resources@mtd.uscourts.gov](mailto:human_resources@mtd.uscourts.gov).

Applicants will receive a confirmation of receipt of their application immediately after submitting their application on the portal. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized.

The U.S. Probation Office, District of Montana, reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

*The United States District Court is an Equal Opportunity Employer.*