



# United States District Court District of Montana

## Office of Probation and Pretrial Services

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### VACANCY ANNOUNCEMENT

#06P:2016

**REVISED**

**POSITION:** Probation Clerk  
**DUTY STATION:** Helena, MT  
**DATE OPEN:** June 7, 2016  
**CLOSING DATE:** June 30, 2016  
**STARTING SALARY:** CL-23, \$32,019 (add'l info below)

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 Helena 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 Helena Probation Office is located in the Paul Hatfield Federal Courthouse, 901 Front Street, Helena, 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.

**Desired experience and skills:** Experience with database systems and proficiency in the use of automated equipment and software applications, specifically Word, Excel, Adobe. 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.

**Employment Requirements:**

Applicants must be a U.S. citizen or eligible to work in the United States. The Court requires employees to adhere to the *Code of Conduct for Judicial Employees* (available on request). Employees are required to use electronic fund transfer (direct deposit) for payroll. Employees of the U.S. Probation Office are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations.

**Application Procedures:**

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment, available at [www.mtd.uscourts.gov/employment.html](http://www.mtd.uscourts.gov/employment.html) (Note: the last page of the AO-78 requires a conventional signature)

Applications will be accepted until the position is filled, however initial consideration will be given to applications received by **June 30, 2016**. Submit applications in one of the following ways (no duplicate submissions, please):

**Email (preferred):** sharon\_hardwick@mtd.uscourts.gov  
Subject line: USPO Clerk Application (last name)  
Submit documents as PDF attachments only

**U.S. Mail:** Sharon Hardwick, Human Resources Director  
U.S. District Court  
901 Front Street, Ste 2100  
Helena, MT 59626

**Fax:** 406-441-1357  
Include cover sheet (Attn: Human Resources) and number of pages

Applicants will receive an email confirmation within 10 days of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for further information and/or to schedule interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized.

The Court 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.

**Benefits and Salary:**

Judiciary employees are automatically enrolled in the Federal Employee Retirement System (a mandatory 4.4% salary contribution), earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include the Thrift Savings Plan (with matching employer contributions), and health, dental, vision, and life insurance plans. Additional information regarding the U.S. Courts, U.S. Probation, the *Judicial Code of Conduct*, and federal benefits can be located at [www.uscourts.gov](http://www.uscourts.gov).

Judiciary employees are paid under the Court Personnel compensation system. New employees who are meeting their expected progress goals will move through an established number of steps in the pay table approximately every six months for their first two years of employment, then annually thereafter. The starting hourly rate for the Probation Clerk position is approximately \$15.39 per hour; after one year of employment, \$17.32 per hour; and after two years of employment, \$19.25 per hour.

The United States District Court is an Equal Opportunity Employer.