



## Probation/Pretrial Services Administrative Assistant

Vacancy Announcement: 2024-08-USPO

**POSITION:** Probation/Pretrial Services Administrative Assistant

**POSITION TYPE:** Full-Time Permanent

**SALARY RANGE:** CL 23 (\$43,596 - \$70,870) – [Pay Table DEN\\*](#)  
CL 24 (\$48,267 - \$78,503)

*\*Starting salary depends on qualifications and experience. Position has promotable potential up to a CL24 without further competition. Current Federal Judiciary employees in same or similar position may be offered a lateral transfer.*

**OPEN DATE:** April 2, 2024

**CLOSING DATE:** Open until filled.

**AREA OF CONSIDERATION:** Nationwide

**DUTY STATION:** Denver, Colorado

*More than one position may be filled from this vacancy, dependent upon staffing needs and budget funding.  
The Court reserves the right to cancel and/or modify this position announcement as needed.*

### MISSION STATEMENT

We make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all.

### POSITION OVERVIEW

The United States Probation Office for the District of Colorado is accepting applications for the position of Probation/Pretrial Services Administrative Assistant. This position is in the U.S. Probation Office in downtown Denver, Colorado, and provides clerical support for the officer staff. More than one position may be filled from this vacancy, dependent upon staffing needs and budget funding.

The ideal candidate will demonstrate personal characteristics that include: professional demeanor, integrity, strong work ethic, and ability to maintain confidentiality. The candidate should demonstrate work experience which shows progressively responsible clerical and professional office duties and a job history that indicates longevity and dependability. In addition, the candidate should be organized and detail-oriented, accept accountability for work product, possess excellent written and verbal communication skills, and be self-motivated, flexible and tactful when working under pressure in a team environment.

### REPRESENTATIVE DUTIES

These representative duties are intended to provide generalized examples of duties and responsibilities that may be performed by the position, but this list is not intended to reflect all duties that may be performed.

- Prepares, reviews, edits and processes forms and correspondence, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Enters and maintains accurate data in the automated case tracking system (PACTS), including scanning of confidential case files and uploading files to the related case. As required, records chronological entries.
- Electronically files court documents via the court's case management system (CM/ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Retrieves and verifies criminal history information for investigations.

- Reviews and validates treatment services invoices for services rendered. Ensures accuracy when processing invoices. Distributes invoices to the appropriate party within set timelines. Uploads treatment reports to corresponding client file.
- Coverage of reception desk and duties.
- Performs related duties as required.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed in an office setting and persons with violent backgrounds may be present.
- Occasional and infrequent lifting of boxes (up to 20 lbs.) may also be required.

#### **MINIMUM QUALIFICATIONS**

For placement as a CL 23, the applicant must have a high school diploma or equivalent and 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.

#### **SPECIALIZED EXPERIENCE**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**Educational Substitution:** Education above the high school level may be substituted for required general experience based on one academic year equals one year of general experience.

#### **COURT PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Progressively responsible clerical or administrative experience that required the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
- Previous experience providing clerical or administrative support within the legal or criminal justice field.
- Proficient in the use of Microsoft Office products, Adobe and Windows 10.

**BENEFITS:** Judiciary employees get 13 days of vacation for first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is also available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. Telework options are based on the court unit's local policy, court needs and established guidelines. See the complete list of benefits on our employment [website](#).

## **HOW TO APPLY**

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Two most recent performance evaluations (if unavailable, please indicate reason.)

All applicants must complete the “Optional Background Information” section of the [AO78](#) (page 5) for consideration. Your application packet must be submitted **as a single pdf document** by email to: [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov). Please note “Vacancy Announcement: 2024-08-USPO” in the subject line of the email. Incomplete applications may not be considered.

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. This position is classified as “sensitive” and selected applicant must pass an FBI fingerprint check. Employees are required to use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations. The Court reserves the right to cancel/and or modify this position announcement as needed.

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**