United States Pretrial Services Agency
Eastern District of California
Career Opportunity

Position Title:	Operations Support Specialist
Announcement:	FY17-01
Classification Level:	CL 26
Salary Range:	$46,256 - $75,167
Duty Station:	Sacramento, CA
Opens:	November 16, 2016
Closes:	December 16, 2016

The U. S. Pretrial Services Agency in the Eastern District of California is a great place to launch a new career within the federal court system. We offer a stable, positive, work environment; a competitive salary range; and full federal benefits.

The Eastern District of California includes 34 counties located in the fast growing Central and Northern interior of California. Our district covers approximately 87,000 square miles, or roughly 55 percent of California's landmass. District Headquarters is located in Sacramento and we have divisional offices in Fresno and Bakersfield.

Position Overview: The U.S. Pretrial Services Agency is seeking a highly motivated individual with a strong work ethic, unquestionable integrity, a positive attitude, and demonstrated experience to serve as an Operations Support Specialist.

Duties and Responsibilities: The Operations Support Specialist at this level oversees, organizes, and administers the day-to-day clerical operations of the Pretrial Services front office and performs a variety of administrative duties as assigned depending on the requirements of the particular office. Additional duties and responsibilities of this position include:

- Acts as ACC (Agency CLETS Coordinator and trainer) and liaison for CLETS (California Law Enforcement Telecommunications System) and DOJ (Department of Justice) which includes administrative/record keeping duties and ensuring compliance with mandated state and federal auditing requirements; coordinates terminal access changes and application upgrade changes; and trains new users and staff in the ICLETS system.
- Serves as custodial officer for the agency which includes tagging all new inventory (furniture and equipment) at multiple locations, entering data, and updating and maintaining the electronic inventory database; prepares biennial reconciliation reports for all locations; assists with advertising and arrangements for disposal of excess property; prepares paperwork for disposed property.
- Acts as mentor, clerical facilitator, and training resource on work processes and procedures; assists with training and guidance of support staff; advises management of the status of training progress for new staff.
- Collaborates with management and support staff in the development and improvement of operations and support procedures; develops, updates, and maintains office manuals for clerical operations procedures.
- Assists management with various duties/special projects.
- Oversees adequacy of consumable supplies; consults with the management regarding needed supplies and equipment.
- Independently, or with direction, formats, types, proofreads, and edits reports developed by officers; monitors and posts daily court calendars; advises officers of matters needing their attention; receives and transfers case files from other districts;
- Organizes/prepares new case files for officers' use in accordance with established case management procedures; scans, uploads, and enters supervision and case file data into automated database and monitors and maintains accuracy and completeness of electronic case files.
- Conducts criminal record checks through local or national law enforcement programs.

- Prepares daily outgoing mail and boxes and arranges for shipment of all parcels including electronic monitoring equipment.
- Performs back up reception; receives intake of new arrests; answers phones; greets visitors and clients; and retrieves and opens mail when needed.
- Assists with drug aftercare billing and vendor communication as needed. May also provide supplies to treatment vendors as requested.
- Performs other duties as assigned by the Chief or management.

Qualifications:

Minimum Experience and Education Requirements: The incumbent must have two years specialized experience, including at least one year equivalent to work at the CL-25, for salary placement at Step 2 or above. Consideration of court preferred skills and evaluation of experience will also be factored into salary placement. High school graduation or equivalent is required. Education may not be substituted for specialized experience.

Specialized Experience: Progressively responsible clerical or administrative work experience that shows the ability to apply a body of rules, regulations, directives, or laws. Proficiency at proofreading, paying attention to detail, and producing accurate and quality work with the ability to 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, educational institutions, federal and state courts, social service organizations, or human resources/payroll operations.

Preferred Experience and Skills:

- Work experience within the federal court system.
- Familiarity with the Probation and Pretrial Services Automated Case Management Tracking System (PACTS).
- Exceptional time management and organizational skills.
- Ability to handle multiple tasks simultaneously and learn new job tasks quickly and efficiently.
- Detail oriented and able to meet recurring deadlines.
- Ability to effectively communicate with co-workers, members of the public, and a wide variety of individuals within and outside the judiciary court unit. Ability to work with confidential and sensitive information.

Employee Benefits:

U. S. Pretrial Services employees are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits include:

- 10 Paid Holidays
- 13 days paid vacation for the first 3 years. Thereafter, 20 to 26 days per year dependent upon time in federal service.
- Federal Employee Retirement System
- Thrift Savings Plan
- Health Insurance, Dental, Vision, and Life Insurance
- Flexible Spending Accounts
- Paid parking - subject to funding availability
- Transit Subsidy - subject to funding availability

Application Process:

To apply for this position, qualified candidates are required to submit the following:

1) Cover letter addressed to Gina L. Faubion, Chief Pretrial Services Officer, U.S. Pretrial Services Agency, 501 I Street, Suite 2-400, Sacramento, CA 95814
2) AO-78, Federal Judicial Branch Application for Employment (Download from http://www.uscourts.gov)
3) Two most recent performance evaluations
4) Resume
5) Three professional references

Application materials must be received as **email attachments** in either Word or PDF format no later than Friday**, December 16, 2016.** Failure to submit any of the above materials will result in immediate disqualification. Incomplete packets will not be considered or returned.

Email all application materials to: humanresources@caept.uscourts.gov (Please do not fax or mail documents)

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Disclosures:

- Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.
- The U. S. Pretrial Services Agency is not authorized to reimburse candidates for interview or relocation expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- This office reserves the right to amend or withdraw any announcement without written notices to applicants.
- Upon entrance-on-duty, employees are considered at will employees, and all new employees are placed on a probationary status for a six-month period. Failure to successfully complete the probationary period may result in termination of employment.
- Applicants must be either a U.S. Citizen or eligible to work for the United States government.
- Applications received after Friday**, December 16, 2016,** will not be considered.

****THE UNITED STATES PRETRIAL SERVICES AGENCY**
FOR THE EASTERN DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER**