Vacancy Announcement
United States Probation and Pretrial Office
Western District of Missouri

Position:	Probation Clerk
Position Number:	PR-12222016
Location:	Springfield, Missouri
Starting Grade/Range:	CL24 ($35,470 - $57,631)
Opening Date:	December 22, 2016
Closing Date:	January 11, 2017 @ 5 pm CST

Overview of Position

The United States Probation and Pretrial Office for the Western District of Missouri is accepting applications from qualified candidates for a full-time Probation Clerk. This position is located in the Probation and Pretrial Office, and the duty station will be in Springfield, Missouri. The Probation Clerk is primarily responsible for supporting the work of the officers and will also have receptionist duties.

This position reports directly to the Team Leader and performs, but is not limited to, the following duties:

- Formats, types, and edits reports developed by officers, often within a short time period;
- Independently prepares documents essential to pretrial, probation, supervised release and parole supervision and presentence investigations;
- Prepares letters, memoranda, recurring reports and other forms;
- Assists officers in performing investigations for local and other districts by initiating verification forms;
- Scans and uploads monthly reports and documents for the officers into a database;
- Provides list of delinquent reports to officers and transmits letters to defendants/offenders;
- Receptionist duties include answering the telephone and greeting office visitors.

Qualifications

The candidate must possess a minimum of two years of legal and clerical experience. Knowledge and skill in the use of personal computers and software applications, including:

- Word, Excel, Adobe Acrobat and Internet Explorer;
- General knowledge of the criminal justice system**,** pretrial/probation procedures, sentencing guidelines and supervision process is highly desirable;
- Proficient with proper grammar usage and ability to type and edit reports;
- Must be organized, be able to meet and track deadlines;
- Ability to communicate effectively (orally and in writing) to officers and those outside the court, without providing legal advice;
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures;
- Ability to work individually, as well as in a team environment.

Benefits

Employees of the United States Courts are entitled to benefits including leave program and periodic salary increases, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability), Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts), Retirement System and Thrift Savings Plan participation (with up to 5% employer matching contributions). This position is subject to mandatory electronic direct deposit of salary payment.

Application Procedure

For consideration, qualified applicants must apply by sending a PDF or Word file containing a cover letter, detailed resume, three business references and AO78 application form (see link below) by January 11, 2017 to:

Michele Nelson
U.S. Probation Office
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: michele_nelson@mow.uscourts.gov

AO78 Form Link: http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf

Miscellaneous

The successful candidate will be hired provisionally, pending the results of a FBI Background Investigation. The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Michele Nelson in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case by case basis.

Applicants must be United States citizens or eligible to work in the U.S. Travel for a personal interview and relocation expenses will not be reimbursed. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.