

**United States District Court
District of Oregon—Probation Office**

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VACANCY ANNOUNCEMENT #14-07

Probation Receptionist/Clerk

(full time, excepted service position)

Court Personnel System Classification Level: CL 23

Salary Range at \$33,042 - \$53,694 depending on experience, qualifications, and current compensation.

Salary matching not guaranteed.

OPENING DATE: 3/14/2014

CLOSING DATE: 4/4/2014

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for a Probation Receptionist/Clerk in the Portland office. The incumbent provides office reception coverage in accordance with internal policies and procedures, and provides administrative support to probation officers in a wide range of areas, including preparing form documents and correspondence, conducting online record checks, and creating, maintaining, and closing case files.

Representative Duties:

- Performs receptionist duties by greeting visitors/callers in person and by telephone. Answers routine questions and directs visitors/callers to the appropriate person or department. Routes all duty calls to duty officers and maintains a tally of calls per duty officer.
- Informs offenders reporting for supervision on procedures for completing appropriate forms and authorizations. Advises offenders reporting for the first time regarding officer assignment and basic initial procedures.
- Prepares petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates and notes. Types and edits presentence reports developed by officers. Records chronological entries.
- Gathers case statistics and provides information to data quality analysts according to office policy.
- Creates new investigative files at the direction of probation officers and maintains files and in accordance with established office policies and procedures.
- Electronically submits appropriate documents to the Bureau of Prisons and Sentencing Commission at the direction of probation officers.
- Assists with conducting online criminal record checks through local or national law enforcement systems.
- Performs other related duties as assigned.

QUALIFICATIONS

Minimum Qualifications: High school graduate or equivalent and two years of 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.

Desired Qualifications: One year 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.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

Benefits

The U.S. District Court is part of the Judicial Branch of the United States government and its staff governed by the Court Personnel System. Employees earn sick and annual leave, and can elect health and life insurance benefits; tax-deferred retirement savings plan, and may apply for long-term care, long-term disability insurance, and participate in a flexible benefit program. Employees are covered by the Federal Employees Retirement System. Neither OPM nor civil service regulations apply to court appointments. Time in service with other federal agencies and prior military service will be taken into consideration when computing leave accrual and retirement benefits. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Additional Information

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

U.S. Probation reserves the right to amend or withdraw any 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 U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

Application Process

To apply, submit a letter of interest and chronological resume together with the U.S. Probation Office – District of Oregon Application for Employment and a list of 3 professional references to the address below or send via email (pdf preferred, but Word will be accepted) to ORP_HR@orp.uscourts.gov. These items should arrive at the Probation Office no later than 4:30 p.m. on Friday, April 4, 2014. Application forms are available on the District of Oregon’s Probation website at www.orp.uscourts.gov in fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Probation Receptionist/Clerk, Portland Office
Human Resources Department
U.S. Probation Office, United States Courthouse
1000 S.W. Third Avenue, Suite 340
Portland, OR 97204-2902

Conditions of Employment

- Qualified applicants will be subject to preliminary employment, and criminal history background checks.
- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions with the United States Courts. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- All information is subject to verification and background investigation.
- U.S. Probation Office reserves the right to amend or withdraw any 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 U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the *Immigration Reform and Control Act of 1986*.

The United States Probation Office for the District of Oregon is an Equal Opportunity Employer