



UNITED STATES DISTRICT COURT
U.S. PROBATION OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2015-01

Position:	PROBATION SUPPORT CLERK
Terms of Employment:	Full-time, Excepted Service, Temporary (<i>up to one year and one day</i>) with potential for extension or conversion to permanent status without further competition, subject to funding.
Classification Level:	Court Personnel System, Classification Level 22 Table CN - Hawaii Starting salary, dependent on qualifications Grade: CL-22, steps 1-61; Salary range: \$28,982 - \$47,109 <i>*Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).</i>
Position Location:	U.S. District Court 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850
No. of Positions:	More than one position may be filled.
Closing Date:	Position open until filled. Priority consideration will be given to applications received by December 1, 2014.

The United States Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time **Probation Support Clerk** position. The incumbent provides office reception in accordance with internal policies and procedures, and provides a variety of administrative and technical assistance to ensure the smooth and efficient operation of the office.

REPRESENTATIVE DUTIES:

- Perform duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Scan case files and upload documents to PACTS and document storage system. Assist operations clerks with data entry, as required.
- Perform backup clerical duties including mail sorting, filing, photocopying, faxing, and document delivery, as required.
- Provide administrative assistance to managers, supervisors, and other staff, as required.
- Create new investigative files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.
- Assist with conducting online criminal record checks through local or national law enforcement systems at the direction of probation officers.
- Perform other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Skill in properly referring/routing telephone calls, visitors, and hand-delivered documents/materials. Skill in filing and knowledge of filing requirements. Skill in sorting, organizing, and filing documents. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skill in organizing own work. Ability to learn the practices and procedures used in probation as applicable to the position

- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds, including law enforcement personnel, court personnel, attorneys, offenders/defendants, and the general public, to provide customer service and information while complying with regulations, rules, and procedures.
- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using a multi-line telephone efficiently and in a timely manner. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in keyboarding, typing, and data entry. Ability to learn how to use automated/internet systems for conducting criminal records checks.

SALARY AND QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-22 level, the applicant must have at least a high school graduation.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-22 = GS-6.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT:

Applicants must be citizens of the United States of America or be eligible to work in the United States. The selected candidate will be subject to a background investigation as a condition of employment. Unsatisfactory results may result in termination of employment.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) Cover letter which includes a narrative statement which addresses qualifications, skills and relevant experience;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous;"
- 4) Three references (*optional*).

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit electronically via email to: **HR_OPPS_WP@hip.uscourts.gov**
with subject line: *VA 15-01 PSC Application (your name)*.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. 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.

AN EQUAL OPPORTUNITY EMPLOYER