



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

**VACANCY ANNOUNCEMENT
NO. 2014-01**

Position: PRESENTENCE ASSISTANT

Classification Level: Court Personnel System, Classification Level 24
Starting salary, CL 24, Step 1: \$39,359
**Salary noted above includes 12.25% Honolulu, Hawaii Cost of Living Adjustment (COLA)*

Position Location: United States Probation Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

Closing Date: Applications received by 5:00 p.m. (Hawaii standard time) on December 11, 2013 will be given priority consideration.

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 **Presentence Assistant** position.

REPRESENTATIVE DUTIES

- Ensure proper procedures and protocols are completed throughout the presentence process. Communicate frequently with probation officers regarding any unusual circumstances which may require immediate action.
- Enter and obtain data and information from the agency's computerized database systems. File, maintain, and document chronological information received throughout the presentence investigation.
- Assist probation officers in compiling criminal histories/profiles, run record checks through local, state and national databases and files, conduct inquiries with collateral agencies and community service agencies, collect verifiable and supportable documentation, and perform similar activities.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders, following established practices and protocols.
- Assist with general office coverage duties such as, but not limited to, reception duties and general clerical work.
- Perform other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of the roles and functions of the federal probation office. Knowledge of the practices and procedures used in probation processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system, particularly as it relates to federal Probation policies and procedures.
- Ability to follow safety procedures. Ability to compile information within established time frames. Ability to identify and resolve problems, and identify unusual problems for referral to probation officers. Ability to work under pressure of short deadlines and follow detailed instructions accurately.

- Good knowledge and skill in the use of standard office equipment. Ability to adjust to changing technology. Good knowledge of office procedures practices, processes, and the mission of the position. Ability to obtain certification to access criminal justice information systems.
- Ability to work independently and seek guidance/assistance when needed.

QUALIFICATIONS:

Applicants must have at least one year of specialized experience equivalent to work at CL-23. College degree is preferred. Specialized experience is defined as 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.

CONDITIONS OF EMPLOYMENT:

Applicants must be a United States citizen or provide documentation proving eligibility to work in the United States. The final candidate will be subject to a background check and credit check.

This is currently a Full-Time, Excepted Service, temporary position, with potential for extension or permanency, subject to the availability of funds.

HOW TO APPLY: Qualified applicants must submit an **original and one copy** of all the following documents:

- 1) A copy of the most recent resume
- 2) Cover letter which includes a detailed narrative statement which addresses **specific** qualifications, skills and relevant experience as described in the Required Competencies section
- 3) Judicial Branch Federal Employment application (AO-78), 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 will disqualify applicant from further consideration.

Mail application packet to: U.S. Probation Office
Attention: Human Resources
300 Ala Moana Boulevard, Room 2300
Honolulu, Hawaii 96850
Re: Presentence Assistant 2014-01- CONFIDENTIAL

Alternatively, you may submit electronically via email to: HR_OPPTS_WP@hip.uscourts.gov

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.

AN EQUAL OPPORTUNITY EMPLOYER