



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

VACANCY ANNOUNCEMENT  
NO. 2014-06

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Position:	<b>PROBATION SERVICES ASSISTANT</b>
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 24 Table N6 - Hawaii Starting salary, dependent on qualifications Grade: CL-24, steps 1-61; Salary range: \$39,756 - \$64,631 <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
Closing Date:	Position open until filled. Priority consideration will be given to applications received by November 10, 2014.

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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 Services Assistant** position. The incumbent provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

**REPRESENTATIVE DUTIES:**

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- 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. Prepare and update case files, and investigation and supervision reports, at the direction of an officer and in accordance with established policies and practices.

- Accepts and reviews for completeness monthly reports in the absence of the officer at his/her direction. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.
- Provides administrative monitoring of offenders who are not required to make personal contact with the probation office. Assists Probation Officers in performing probation investigation (which do not require field work) of all types for this office and other districts (i.e., collateral, presentence, prerelease, etc.).
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide backup reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.
- 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 and court processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system as it relates to federal probation policies and procedures.
- Knowledge of standardized forms and documents used in both the presentence investigation and supervision disciplines. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve problems and refer unusual or complex issues to probation officers.
- Ability to organize and prioritize work. Ability to work under pressure of short deadlines and handle multiple tasks. Ability to follow detailed instructions accurately.

**SALARY AND QUALIFICATIONS:**

Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-24 level, the applicant must have at least one year of specialized experience equivalent to work at the CL-23 level.

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.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-24 = GS-8.

**BENEFITS:**

The U.S. Probation Office within 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. 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. This office will contact references of the final group of candidates and may contact former employers [whether listed as references or not] to seek information on past performance history. 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](http://www.hid.uscourts.gov) under FORMS and “Miscellaneous;”
- 4) Three professional references.

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 e-mail ALL required materials as one (1) PDF to: **HR\_OPPTS\_WP@hip.uscourts.gov** with subject line: **VA 14-06 PSA 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*