

**VACANCY ANNOUNCEMENT**  
**U.S. PROBATION OFFICE – EASTERN DISTRICT OF KENTUCKY**

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**POSITION: Probation Clerk**

**ANNOUNCEMENT NUMBER: 2017-03**

**DATE POSTED: June 9, 2017**

**CLOSING DATE: June 26, 2017**

**LOCATION: Lexington, Kentucky**

**SALARY RANGE: \$32,538 to \$52,903 (CL-23)**

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**INTRODUCTION:** The Probation Office of the United States District Court, Eastern District of Kentucky, is accepting applications for the position of a permanent, full-time Probation Clerk for the U.S. Probation Office in **Lexington.**

**JOB SUMMARY:** The Probation Clerk provides office reception in accordance with internal policies and procedures, and provides administrative support to probation officers in a wide range of areas, including preparing and/or reviewing form documents and correspondence, conducting online record checks, and creating and maintaining case files.

**REPRESENTATIVE DUTIES:** Follow office procedures and guidelines according to the local district work distribution program which was established to enable probation clerks to provide technical and administrative support for probation officers district wide.

Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route duty calls to duty officers.

Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first time regarding officer assignment and basic initial procedures.

Prepare and/or review petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates and notes. May review presentence reports developed by officers for formatting and typographical errors. Record chronological entries.

Gather case statistics and input statistical information into the PACTS system with review conducted by data quality analysts.

Create new investigative and supervision files at the direction of probation officers and maintain files up-to-date within the PACTS system and in accordance with established office policies and procedures.

Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers.

Assist with conducting online criminal record checks through local or national law enforcement systems.

Perform other related duties as required.

**QUALIFICATIONS:** Minimum requirement is a high school diploma or equivalent and two years of general experience which is defined as 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. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year experience. For placement above the minimum, at least one year of specialized experience as defined below is required.

Specialized experience is progressively responsible clerical or administrative experience in a professional office setting 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. Education may not be substituted for specialized experience as operational court support positions require hands-on experience to be credited as specialized experience.

Knowledge of Microsoft Word is preferred.

**APPLICATION PROCEDURE:** Candidates **must submit a letter of interest**, which addresses their particular skills and experience and how those skills can contribute to this position, **along with a resume**, to: Mr. Rozel L. Hollingsworth, Chief U.S. Probation Officer, 100 East Vine Street, Suite 600, Lexington, Kentucky 40507-1442, by June 26, 2017.

The applicant must be a U.S. Citizen or eligible to work in the United States. The position is subject to a background check and mandatory Electronic Funds Transfer for payment of net pay. The U.S. Probation Office is an Equal Opportunity Employer.