

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

POSITION: Probation Clerk

ANNOUNCEMENT NUMBER: 2022-02

DATE POSTED: December 10, 2021

EXTENDED CLOSING DATE: January 21, 2022

LOCATION: Covington, Kentucky

**SALARY RANGE: \$36,331 (CL-23 Step 1)
to \$59,043 (CL-23 Step 61)
with Promotional Opportunity to Senior
Probation Clerk (CL-24)**

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 **Covington**. More than one position may be filled from this vacancy announcement.

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 of general experience. For placement at Step 2 to Step 25, at least one year of specialized experience, as defined below, is required.

Specialized experience is 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. 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.

ADDITIONAL INFORMATION: 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. Employees are required to adhere to the Code of Conduct for Judicial Employees. Benefits include paid vacation, sick leave, paid holidays, health insurance, dental/vision insurance, flexible benefits programs, retirement, long term care insurance, Thrift Savings Plan with matching contributions, etc. Please visit www.uscourts.gov/careers/benefits to view additional benefit information.

APPLICATION PROCEDURE: Candidates must submit a completed **AO 78** (Federal Judicial Branch Application for Employment – 12/2021) which is available on the www.kyep.uscourts.gov website, a **letter of interest** addressing their particular skills and experience and how those skills can contribute to this position, **along with a resume**, to: Mr. Warren G. Little II, Chief U.S. Probation Officer, U.S. Probation Office, 100 East Vine Street, Suite 600, Lexington, Kentucky 40507-1442, by January 21, 2022.

The U.S. Probation Office is an Equal Opportunity Employer.