

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE**

MARY ANNE VOGEL
ACTING CHIEF U.S. PROBATION OFFICER

401 Courthouse Square, Third Floor
Alexandria, VA 22314-5797
(703) 299 2300

**POSITION VACANCY
ANNOUNCEMENT
#09-P001R**

REPLY TO:
Administrative Services
Second Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314
703-299-2300

POSITION: U.S. Probation Clerk
LOCATION: Richmond, Virginia
CLASSIFICATION: CL 23
BEGINNING SALARY: \$31,093
SALARY RANGE: \$31,093 (Step 1) to \$50,528 (Step 61)
OPENING DATE: March 27, 2009
CLOSING DATE: Open Until Filled
AREA OF CONSIDERATION: All sources

The U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of U.S. Probation Clerk for our Richmond Office. The incumbent provides administrative support to Probation Officers in a wide range of areas and provides office assistance at the reception desk in accordance with office policies and procedures. This is a permanent, full-time position with promotion potential to CL 24 without further competition. More than one position may be filled from this announcement.

REPRESENTATIVE DUTIES: Answers and screens telephone calls and visitors; enters data and information into the office's computerized database system; formats and proofreads presentence reports developed by officers; prepares casework for statistical records; conducts criminal record checks through local or national law enforcement files; records chronological entries; reviews and routes correspondence; prepares petitions, orders, letters, memoranda, recurring reports and other such forms and reports as needed; routes appropriate documents to the Bureau of Prisons and Sentencing Commission; prepares and maintains investigative files; archives files and purges file material per district policy; scans documents for electronic files; and, performs other related duties as required.

QUALIFICATIONS: An applicant must be a high school graduate or equivalent and have 2 years of general experience. General experience is 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.

Desired key competencies include the ability to accurately type 35 words per minute; ability to learn and apply a wide variety of procedures; skill in the use of personal computers and software applications; skill in using a multi-line telephone system efficiently; knowledge of proper grammar usage; ability to pay attention to detail; and the ability to prioritize work and meet deadlines. The incumbent must also have good communication and organizational skills.

BENEFITS MAY INCLUDE: A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service, 20 days per year after 3 years of service, and 26 days per year after 15 years of service; paid sick leave in the amount of 13 days per year; and, optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits, Commuter Benefit, and Long Term Care Programs.

CONDITIONS OF EMPLOYMENT:

- Applicants must be citizens of the United States and have no criminal record.
- Candidates selected for interviews will be subject to proficiency testing.
- Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.
- Employees are subject to reinvestigation every 5 years.
- Employees of the U.S. Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- Mandatory Direct Deposit participation for payment of salary.
- Employees of the U.S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

APPLICATION PROCESS: To be considered for this position, applicants must submit the following:

1. A completed SF-171 (Optional Form 612 is not acceptable)
2. A letter of interest detailing your knowledge, skills, and abilities as they apply to this position with special attention to knowledge, skills, and abilities in formatting, proofreading, and correcting grammatical errors; prioritizing work and meeting deadlines; and, use of computers.

Incomplete applications will not be accepted.

To obtain the SF 171, please go to our web site at <http://www.vaep.uscourts.gov/> and click on Employment, or call our 24-hour job line at 703-299-2316.

Mail your completed application and letter of interest to:

Human Resources (09-P001R)
U.S. Probation
401 Courthouse Square
Alexandria, Virginia 22314-5797

Please DO NOT e-mail or fax copies of your application and letter unless requested by Human Resources.

Please note that the U.S. Probation Office will not pay for any relocation or interview expenses.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

THE UNITED STATES PROBATION OFFICE IS AN

EQUAL OPPORTUNITY EMPLOYER



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