



**United States District Court  
Southern District of Ohio**  
<http://www.ohsp.uscourts.gov/>

**VACANCY ANNOUNCEMENT**

**July 25, 2016**

**Vacancy Announcement Number – 16-15/PROCLK**

**Probation Clerk**

**Duty Station –Dayton Courthouse –200 West Second Street – one vacancy**

**Salary: CL 23 (\$32,621 - \$53,032)**

**Closing date for receipt of application packets: Wednesday, August 24, 2016 at 11:59 pm**

The United States Probation Office is part of the Judicial Branch of the United States Government. The Probation Clerk performs administrative duties such as typing, filing, copying, distributing mail, inputting data, answering phones, formatting, assembling reports, and greet offenders. This position is located in the Dayton Probation Office of the United States District Court. This position will report to the Supervisory Probation Officer. Typical work hours are 8:15 am to 5:00 pm.

***ABOUT THE SOUTHERN DISTRICT OF OHIO***

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

***DUTIES AND RESPONSIBILITIES:***

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in investigation and supervision records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up investigation and supervision case records and perform various file management tasks to include but not limited to, scanning and uploading documents to electronic case file. Assist officers in responding to collateral requests. Assemble and process information to the Sentencing Commission. Maintain various logs and records.
- Format, type, edit and finalize reports and correspondence from drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigations, revocation reports, memoranda, or reports to the court.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System terminals to obtain criminal history information. Obtain verifications of employment, medical and education, and send flash notices to law enforcement.
- Open, close, and update client information in computerized records, including the Probation Automated Case Tracking System (PACTS) and presentence tracking program. Research information from case records and enter into system as appropriate. Retrieve information from databases and generate periodic reports.
- Perform data entry functions. Generate standard reports from computerized systems. Gather case statistics and enter data per office policy.
- Participate in problem solving at staff meetings with other support staff, officers, and supervisors. Make constructive suggestions for work improvement in work processes to better achieve goals and objectives.
- Provide general clerical office support by performing a variety of tasks that may include: answer the telephone; greet the public; copy and distribute documents; send and receive faxes and electronic mail messages; process incoming and outgoing mail.
- Perform other related duties as required.

**REQUIRED QUALIFICATIONS:**

- The successful applicant must have at least one year of specialized experience.

**EDUCATION:**

Applicants must have a high school diploma or equivalent. A Bachelor's degree from an accredited college or university is preferred.

**SPECIALIZED EXPERIENCE:**

Progressively responsible 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 work processing, data entry or report generation. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters of human resources operations. The successful candidate must have experience in most of the following software applications the court currently utilizes: Microsoft Office (Word & Excel), Adobe Acrobat, and Internet Explorer/Mozilla Firefox.

**BENEFITS:**

The United States District Court offers a generous benefits package to full-time permanent employees which include:

10 Paid Federal Holidays	Long-Term Care Insurance (optional)
13 Days Paid Vacation (per year for the first three years)	Public Transit Subsidy Program (optional)
20 Days Paid Vacation (after three years)	Credit Union Participation (optional)
26 Days Paid Vacation (after fifteen years)	Life Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental, and Vision Coverage
Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional)	
Participation in Federal Employees Retirement System (FERS-FRAE)	
Health, Dependent & Commuter Reimbursement Programs (optional)	

Starting salary will be commensurate with work experience, previous federal government service, and prior pay history.

Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to a background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

The U.S. Probation Office reserves the right to reassign an employee to any location within the Southern District of Ohio should the needs of the agency change. Travel within the state may be required.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Qualified persons interested in being considered for this position should e-mail a cover letter (include vacancy announcement number, 16-15/ PROCLK) specifying qualifications in relation to the position, an AO78 (Application for Judicial Branch Federal Employment Form available on the court website) and a resume all in PDF format to:**

*Mr. Phelps L. Jones  
Deputy Chief U.S. Probation Officer  
Email: [probation\\_vacancy@ohsd.uscourts.gov](mailto:probation_vacancy@ohsd.uscourts.gov)*

**Please do not cut and paste your resume into your email.**

**If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further**

**Travel and relocation expenses will not be reimbursed.**

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

**The United States District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.**