



**VACANCY ANNOUNCEMENT  
No. 2015-04**

**UNITED STATES PROBATION OFFICE  
WESTERN DISTRICT OF KENTUCKY**

**POSITION:** Probation / Pretrial Services Administrative Assistant

**LOCATION:** Paducah, Kentucky

**SALARY RANGE:** CL 23 (\$31,652 - \$51,447)  
Depending on qualifications and experience

**ISSUE DATE:** September 23, 2015

**CLOSING DATE:** October 21, 2015

The U.S. Probation Office for the U.S. District Court, Western District of Kentucky, is accepting applications for the position of Probation / Pretrial Services Administrative Assistant. This position will be located in Paducah, Kentucky. The United States Probation Office provides coverage for 53 counties in Western Kentucky. There are five offices in the Western District of Kentucky (Louisville, Bowling Green, Owensboro, and Paducah, Kentucky, as well as Clarksville, Tennessee). **This vacancy is contingent upon budget availability.**

**Representative Duties**

The Probation / Pretrial Services Administrative Assistant will perform the following tasks:

- Perform receptionist duties by greeting visitors / clients in person and on the telephone, answering routine questions, and directing visitors / callers to the appropriate person or department.
- Assist with preparing correspondence and documents, including typing, formatting, and generating documents from templates, and notes.
- Open, close and update information into computerized records including Probation / Pretrial Automated Case Tracking System (PACTS)
- Assist with routing, receiving and filing certain court documents.
- Sort, classify, and scan appropriate documents from paper case files into the Probation / Pretrial Automated Case Tracking System (PACTS).
- Quality check all scanned documents to ensure each has been correctly uploaded and organized in the PACTS Document Imaging Module (PDIM).
- Perform additional general scanning, photocopying, mailing, and faxing.
- Complete online record checks through the local and national databases and retrieve supporting documentation.
- Perform other related clerical duties as required.

## **Qualifications**

Candidates must have a high school diploma or equivalent and two years of general experience in 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.

## **Required Competencies (Knowledge, Skills, and Abilities)**

### **Administrative Management**

- Skill in sorting, organizing, and filing documents. Ability to follow detailed scanning instructions and upload numerous documents to appropriate electronic repositories. Ability to file, extract, and refile documents accurately and appropriately. Ability to follow detail instructions and multitask. Skill in organizing own work.

### **Court Operations**

- Ability to apply the Probation and Pretrial Service's policies, procedures, practices, and guidelines related to office administration, including those related to scanning legal documents. Ability to learn court operations and relevant legal terminology. Ability to learn office department and organizational roles and responsibilities.

### **Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### **Written and Oral Communication/Interaction**

- Skill in spelling, grammar and proofreading. Ability to communicate effectively with individuals and groups to provide information. Ability to interact effectively and appropriately with a wide variety of people, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

### **Information Technology**

- Knowledge of software and keyboarding for Word, data entry, email, computers and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.) Skill in typing and data entry. Skill in using a multiline telephone efficiently and in a timely basis. Ability to use high-speed and bulk scanners. Ability to learn and use automated systems and the Internet to conduct record checks.

## **Primary Job Focus and Scope**

The primary focus of the job is to contribute to the smooth and efficient administration of the office by providing, in a supporting role, clerical and other related services; and serving as back-up for other administrative staff in the office. As well as contribute to the integrity of electronic case files by accurately and efficiently scanning legal documents from paper-based case files, and adhering to the confidentiality of case file information is essential. Errors in judgment or discretion can lead to incorrect or improper information being disseminated. Responding to competing priorities, maintaining confidentiality and handling persons tactfully are essential to providing quality administrative services in a courteous and efficient manner.

## **Complexity and Decision Making**

The tasks performed are relatively straightforward. While most aspects of the incumbent's work are standard, some aspects present challenges in handling of a variety of persons, problems, and subject areas. Employees with the required education and experience can learn the assignments quickly. Clerical employees make decisions based on well-defined policies, standards, and procedures and refer unusual circumstances to a more senior-level staff person or supervisor.

## **Interactions with Judiciary Contacts**

The primary judiciary contacts are peers, managers, executives, judges and chambers staff, staff of other court units for the purpose of providing routine administrative support.

### **Interactions with External Contacts**

The primary external contacts are with law enforcement personnel, U.S. Attorney's Offices, Federal Public Defender's office, defense attorneys, and offenders/defendants in a controlled office setting for the purpose of exchanging information and providing basic customer service and assistance.

### **Work Environment and Physical Demands**

Work is performed in an office setting where people with violent backgrounds are often present. During direct contact, a probation officer is present or in close proximity, and contact occurs in an office/area with an accessible duress alarm. Work may occasionally occur off-site for record retrieval and at meeting locations or temporary duty stations.

### **General Information**

- Applicants must be a United States Citizen or eligible to work for the United States Government. Appointment is contingent upon providing proof of U.S. Citizenship or proof of authorization to work in the United States.
- Background checks will be conducted on final candidates.

### **Application Procedures**

Interested candidates should submit an application which includes a letter of interest and current, detailed resume along with an AO78 – Application for Judicial Branch Federal Employment (which can be found at [www.kywp.uscourts.gov](http://www.kywp.uscourts.gov)) by October 21, 2015, to:

[Connie\\_ulery@kywp.uscourts.gov](mailto:Connie_ulery@kywp.uscourts.gov)

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U.S. Probation Office  
Attn: Human Resources  
400 Gene Snyder U.S. Courthouse  
601 W. Broadway  
Louisville, KY 40202-2277

**NOTE: If you choose to submit your application electronically, please include all of the requested documents as one complete pdf attachment.**

**The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.**

**This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.**

**The U.S. Probation Office for the Western District of Kentucky is an Equal Opportunity Employer.**

**All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. §3602(a).**