



**VACANCY ANNOUNCEMENT
No. 2019-05**

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

POSITION: Probation / Pretrial Services Administrative Assistant

LOCATION: Paducah, Kentucky

SALARY RANGE: CL 23 (\$33,641 - \$54,640)
Depending on qualifications and experience

ISSUE DATE: October 23, 2019

CLOSING DATE: November 21, 2019

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 four offices in the Western District of Kentucky (Louisville, Bowling Green, Owensboro, and Paducah, Kentucky). **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.

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, a current, detailed resume, and an AO78 – Application for Judicial Branch Federal Employment (which can be found at www.kywp.uscourts.gov) by November 21, 2019, to:

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

-or electronically to-
employment@kywp.uscourts.gov

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

**Interviews Will Be Held in Paducah and are Scheduled For
December 10, 2019 and/or December 11, 2019**

2nd Interviews For Top Candidates Will be Held in Paducah on December 19, 2019

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).