

**U.S. PRETRIAL SERVICES & PROBATION OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**



## **Vacancy Announcement 16-10**

**POSITION TITLE:** Pretrial Services & Probation Clerk      **NUMBER OF POSITIONS:** One (1)

**CLASSIFICATION:** CL22 to CL23 (\$25,841 - 52,053)      **DUTY STATION:** Toledo, Ohio  
*Promotion may occur without further competition*

**OPENING DATE:** June 28, 2016      **CLOSING DATE:** July 27, 2016

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The Northern District of Ohio serves 40 counties. Pretrial Services & Probation Officers provide services to 20 U.S. District and Magistrate Judges. The office is headquartered in Cleveland and has three branch offices. The Pretrial Services & Probation Office is a consolidated office consisting of a total staff complement of approximately 100 employees.

### **POSITION OVERVIEW:**

This position is located in the U.S. Pretrial Services & Probation Office in the Toledo office. The clerk provides clerical and administrative support to probation officers and staff, is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. This position reports to the Supervising Probation Clerk.

### **QUALIFICATIONS:**

To qualify for CL22, candidate must be a high school graduate or equivalent. To qualify for CL23, candidate must also have at least two years of general experience. Experience with database systems and proficiency in the use of automated equipment and software applications, such as Word is preferred.

### **DUTIES & RESPONSIBILITIES:**

- Provides administrative and clerical support to Pretrial Services & Probation Officers and staff, as well as general office support. Prepare, formats, proofreads and edits reports, form letters, notices, and other documentation using templates and forms, ensuring accuracy and according to established procedures and deadlines. Also prepares travel vouchers from Officer's daily travel records.
- Assists with maintaining, filing and retrieving case records/files. Enters and updates information and case data in automated system (FACTS). Assists in the set up, maintenance and processing of electronic case files and documentation.
- Perform data entry functions. Compiles statistical information. Generates reports/documentation using databases, software and other computerized systems.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and process mail requiring special handling. Answer routine questions and directs visitors/caller/clients to the appropriate person or department. Perform receptionist duties as needed.
- Scans and uploads documentation into appropriate databases and/or automated systems. Manages workload according to established procedures and time constraints.
- Performs other duties as assigned.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the United States. A background check with law enforcement agencies, including fingerprint and criminal record checks will be conducted. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

**INFORMATION FOR APPLICANTS:**

Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)

**BENEFITS:**

Employees of the U.S. Courts are not classified under civil service, however, they are entitled to the same benefits as other Federal employees. These include:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

**HOW TO APPLY:**

Submit a cover letter (including position title and announcement #), resume and references to the address below not later than close of business (5:00 p.m.), July 27, 2016. **Incomplete submissions will not be considered.**

U.S. District Court  
Human Resources Department, Suite 1-115  
Attn: VA 16-10  
801 West Superior Avenue  
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.