



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance.
- Group Life insurance
- Long-Term Care Insurance.
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401 (k)-styled program with up to 5% match.

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Executive Assistant to the Chief U.S. Probation Officer

VACANCY #21-16

LOCATION: Cleveland

REPORTS TO: Chief U.S. Pretrial Services & Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL 25

POSTED: May 20, 2021

SALARY RANGE: \$44,543 -\$72,380

CLOSING DATE: Open Until Filled. *First consideration given to applicant packets received by June 10, 2021.*

Position Overview

The Executive Assistant performs administrative support services for the Chief U.S. Pretrial Services & Probation Officer and professional staff as assigned. This position provides a full range of services and advice and ensure the efficient management of events, meetings, correspondence, reports, and resources and analyzes problems and develops solutions.

Duties and Responsibilities include, but are not limited to the following:

- Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staff, agency heads from other courts, other court support units, and members of the bar.
- Maintains the Chief Probation Officer's calendar. Maintains conference room calendars and responsible for scheduling meetings. Arranges meetings or other events, including notification to participants, logistical coordination and preparation/distribution of meeting materials as required and taking meeting minutes.
- Arranges business travel itineraries for the Chief Probation Officer. Prepares travel payment vouchers in accordance with existing policies and regulations.
- Prepares correspondence and other materials from dictation, rough copy or own notes for the Chief Probation Officer's review and signature. Prepares presentation slides, presenter notes and handouts. Edits materials prepared by others for accuracy, proper grammar and spelling. Compiles and completes data for reports, bulletins, questionnaires, and other documents.
- Generates manual and other reports from databases and computerized systems. Maintains Court directory.
- Develops and maintains logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepares statistical tables and reports at the requires of the Chief Probation Officer.
- Gathers and analyzes data to improve workflow, operating methods and to simplify processing procedures.

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the FBI background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Responsible for the development and coordination of annual activities, luncheons, meetings, and other court unit functions.
- Monitors and tracks the status and deadlines of various court unit projects. Responsible to complete special projects as assigned.
- Signs routine correspondence for the Chief Probation Officer as authorized.
- Receives, screens and routes mail to appropriate persons or offices. Receives, prioritizes, and routes all incoming administrative and case-related materials from within the Court to appropriate individuals in the office. Maintains correspondence control records and monitors due date to ensure that the required action is made timely.
- Coordinates general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serves as the liaison to the procurement specialist for office maintenance needs (heating, cooling, lighting, cleaning).
- Serves as liaison to judicial chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center with respect to the Probation Office activities.
- Supports other management staff within the Probation Office as needed.
- Perform other administrative and/or clerical duties as assigned

Qualifications (Must be met at the time of application):

Required:

- High School Diploma or equivalent.
- One (1) year of specialized experience equivalent to the next lower grade.
- Proficiency with Microsoft Office Suite (MS Word, MS Excel, PowerPoint).

Specialized Experience:

Specialized experience is progressively responsible clerical or administrative experience requiring regular and recurring application of clerical procedures that demonstrate the ability to apply rules, regulations and directives, and involve the routine use of specialized terminology and automated software equipment for word processing, data entry or report generation.

Preferred:

- Specialized experience in a court, legal, social services and/or community corrections environment.
- Specialized experience supporting an executive/ high level position.
- College degree or certificate from an accredited college/career school in a related field (i.e. business administration, office management, public administration) is desirable.

The successful candidate must possess the following knowledge, skills and abilities: Proficient in the use of Excel, PowerPoint, and Microsoft Word and/or Word Perfect. Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Skill in written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, style, abbreviations, and correct legal citation formats. Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment. Familiarization with virtual platforms (Zoom, Teams, Google). Ability to learn Court rules and policies. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to multitask. Skill in administrative matters—file maintenance, record keeping, reporting and preparation of presentation material.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.