



U. S. District Court  
Northern District of Ohio  
U.S. Pretrial Services &  
Probation Office  
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
- Transit subsidy
- Fitness Center

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

## U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

### Probation Clerk

### VACANCY #21-41

**LOCATION:** Cleveland, OH  
(Up to three (3) positions may be filled)

**REPORTS TO:** Supervising Probation Clerk

**STATUS:** Full-time

**CLASSIFICATION:** CL 23

**POSTED:** September 20, 2021

**SALARY RANGE:** \$36,413 - \$59,175

**CLOSING DATE:** Open Until Filled. First consideration given to applicant packets received by October 6, 2021.

#### **Position Overview**

This position is located in the U.S. Pretrial Services and Probation Office in Cleveland, Ohio. The Probation Clerk provides administrative support for Probation Officers, Officer Assistants, and staff, and is responsible for maintaining and processing case information, as well as managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules.

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

- Provides administrative and clerical support to Pretrial Services & Probation Officers and staff, as well as general office support. Prepare, format, proofread, and edit 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 (PACTS). Assists in the setup, 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. Completes criminal record checks and compiles related materials as assigned.
- 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, organizes, and uploads documentation into appropriate databases and/or automated systems. Manages workload according to established procedures and time constraints.
- Perform other administrative duties as assigned.

**How to Apply:**

Applicants must submit ONE PDF document containing the following to:

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Cover Letter specifically addressing how your experience and skills relate to these responsibilities.
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

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

**Conditions of Employment:**

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of background check including fingerprint 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 Judiciary 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.

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

**Required:**

- To qualify the individual must be a high school graduate or equivalent and at least two (2) years of general experience.

**Preferred qualifications include:**

- Experience in the legal or criminal justice field
- Ability to maintain confidentiality
- Microsoft Officer and/or Outlook experience

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.

