



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

MAIL/FILE ROOM CLERK
Full-Time

Announcement #	16-07
Date Opened	May 12, 2016
Closing Date	Open until filled. Preference will be given to applications received by May 27, 2016.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Duties and Responsibilities	<p>The Mail/File Room Clerk is located in the Clerical Division of the Probation Office. Representative duties include but are not limited to: Receives and processes incoming mail and FBI rap sheets. Collects and distributes court documents, correspondence and case files to/from designated in-house locations, branch office and other court units. Maintains workflow, neatness and safety of file room. Files documents and arranges case files on file room shelves and maintains integrity of filing system. Locates and routes requested files. Orders and returns shipment of files to the appropriate Federal Records Center. Provides faxing and other file room services to probation staff. Utilizes computer and office programs to send email, obtain and input data, produce documents, and scan, upload and route documents. Utilizes and maintains mail meter machine and processes outgoing mail. Operates a variety of office machines and equipment. Assists with updating written mail/file room procedures as directed by the supervisor. Performs other duties as assigned including primary back up for Receptionist.</p>
Court Personnel System – Classification Level 22	
Starting Salary	CL 22, Steps 1 – 19 \$28,186 - \$33,485, Annually with full government benefits
Potential Salary	CL 22, Steps 20 – 61 \$33,779 - \$45,848, Annually with full government benefits
Minimum Qualifications	<p>To qualify for the position of Mail/File Room Clerk, a candidate must be a U.S. Citizen and a high school graduate (or equivalent). Must possess skill in using standard office equipment (telephone, copiers, fax machines, scanners, etc.) and be proficient in using office technology applications such as Microsoft Office Suite. For placement at salary levels above Step 1, at least one year of general experience is required. The ability to interact and communicate orally and in writing with a variety of people is required. The position requires substantial walking and the ability to reach, bend, kneel, use a step-stool, and lift and move heavy boxes and files. Successful candidates will be required to take an applicable exam. A background investigation including fingerprinting and criminal history checks will be conducted as a condition of employment.</p>
General Experience	<p>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.</p>
Educational Substitutions	<p>Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.</p>
Preferred Qualifications	<p>A successful candidate must be professional, responsible, organized and detailed-oriented. Must also possess tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.</p>

How to Apply

Applicants should submit a cover letter summarizing related skills and interest in the position along with an Application for Federal Judicial Employment (AO78). The application form AO78 can be found at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Please submit cover letter and completed application (AO78) to:

Attn: Human Resources, Announcement #16-07
United States Probation Office
101 West Broadway, Suite 700
San Diego, CA 92101

or email to:

Hr_casp@casps.uscourts.gov

Additional Information

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

U.S. Probation employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." All U.S. Probation employees are required to adhere to a Code of Conduct which is available upon request. The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

U.S. Probation employees are subject to mandatory Electronic Funds Transfer (direct deposit of pay check to a financial institution).

For detailed Benefit information, please visit: <http://www.uscourts.gov/careers/benefits>

UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER