



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Southern District of California
www.casp.uscourts.gov

Announcement # 19-03

Position	Probation Clerk
Date Opened	October 17, 2018
Closing Date	Open until filled, preference given to applications received by November 2, 2018. More than one position may be filled from this announcement.
Location	San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101
Classification Level & Salary Range	Court Personnel System – CL 23 \$36,673 – \$41,262 Starting salary \$41,644 – \$59,615 Potential salary

Duties and Responsibilities

Probation Clerks provide specialized operational support to Probation Officers.

Representative duties include but are not limited to:

- Answers and screens telephone calls and visitors as needed. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Directs persons reporting from prison or from court as to officer assignment and reporting procedures.
- Maintains, manages and processes court packets and case files to ensure that pertinent information is available for the officers and for the court. Communicates with and assists court and probation office staff to ensure all information for court hearings and regarding new referrals is complete and accurate. Processes forms and documents, ensuring consistency and accuracy among court supplied documents, officer reports, and related paperwork.
- Enters data and information into the office's computerized database system (PACTS) and interprets information from PACTS when necessary to assist the Probation Officers.
- Runs and reads record checks through local and national databases and files. Contacts Clerks Office and other districts to collect and record information to assist with investigations. Makes entries to chronological records in case files or in PACTS, either from direct communication with other districts or from information provided by the officer.
- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters investigation and supervision case file and statistical data into automated databases. Initiates statistical transactions and apprises officers. Receives and transfers case files from other districts. Retrieves files as needed. Makes entries to chronological records in investigative and supervision case files from information provided by the officer.
- Monitors Case Management Electronic Case Filings (CM-ECF) using automated software program.
- Orders closed files from the National Archives Records Center, as needed.
- Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating, including translating documents and correspondence.
- Performs other duties as assigned.

Minimum Qualifications

To qualify for the position of Probation Clerk, a candidate must be a U.S. Citizen, a high school graduate (or equivalent) and have two years of general experience. For placement at salary levels above Step 1, at least one year of specialized experience is required.

General Experience

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.

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.

Requirements

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. The ability to interact and communicate orally and in writing with a variety of people is required. A candidate must be able to lift and move case files.

Personal Characteristics

A successful candidate must be professional, responsible, organized and meticulous. Must also possess strong analytical skills, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

How to Apply

Submit a resume and cover letter summarizing related skills and interest in the position, and an Application for Federal Judicial Employment (AO78). Link to Application Form AO78: <http://www.uscourts.gov/forms/AO078.pdf>

Email cover letter, resume and completed application (AO78) in PDF format to:
careers@casp.uscourts.gov

Subject: Human Resources Announcement # 19-03

Incomplete application packets may not be considered.

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.

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