



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Southern District of California

www.casp.uscourts.gov

Announcement # 23-18

Position	Probation Clerk
Date Opened	August 09, 2023
Closing Date	Open until filled. Preference will be given to applications received by August 31, 2023. 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, \$42,330 – \$68,785 Starting salary: \$42,330 – \$46,299 Potential salary: \$46,739 – \$68,785

Applicants with at least one year of specialized experience will start at \$46,299/year.

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.

QUALIFICATIONS

To qualify for the position of Probation Clerk, a candidate must be 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.

SPECIALIZED EXPERIENCE

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Eleven paid federal holidays.
- Comprehensive options for health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax options for healthcare, dependent care, health insurance premiums, parking, and mass transit expenses (including UberPool and Lyft line).
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitted.
- Telework, alternative work schedules, and other workplace flexibilities upon eligibility.
- Time in service for employees of other federal agencies and prior military service, will be taken into consideration when computing leave accrual and retirement benefits.
- Federal Student Loan Forgiveness eligibility.

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

NOTICE TO APPLICANT

- Applicants must be United States Citizens.
- A background investigation including fingerprinting and criminal history and credit checks will be conducted as a condition of employment.
- All application information is subject to verification.
- Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).
- The court is not authorized to reimburse travel expenses for interviews or relocation.
- This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLY BY SUBMITTING

1. A resume
2. Cover letter
3. Application for Federal Judicial Employment (AO 78)
 - Link to Application Form AO78: <http://www.uscourts.gov/forms/AO078.pdf>
**Positions in a Federal Law Enforcement Office are required to complete background questions 18, 19 and 20 on page 5 of the application form.

Submit materials via email (single PDF document): careers@casp.uscourts.gov
Subject: Human Resources Announcement # 23-18

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.

U.S. Probation employees serve under "Excepted Appointments" and are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." 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.

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