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**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF OKLAHOMA**

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**Position Title:** Probation Services Assistant  
Full-Time/Permanent

**Announcement:** #14-09

**Location:** Tulsa, Oklahoma

**Opening Date:** August 1, 2014

**Closing Date:** August 15, 2014

**Starting Salary Range:** 25/1 (\$38,334) - 25/25 (\$47,923)  
(Depending on experience, education, and qualifications)

**Anticipated Start Date:** September 2, 2014

**Introduction**

The United States Probation Office, Northern District of Oklahoma, serves the U. S. District Court and has thirty-four employees, of which 21 are probation officers or supervisory probation officers. The Probation Services Assistant position reports directly to the Probation Support Supervisor. This position provides technical, administrative, and clerical support to U. S. Probation Officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

**Summary of Representative Duties and Responsibilities**

Conduct case file reviews and advise officers of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist Probation Officers in responding to collateral requests for information. Assemble and process information to the U. S. Sentencing Commission. Format, type, edit and finalize reports and correspondence from rough drafts. Complete various standard forms for submission to the Court and legal counsel using information provided by Probation Officers, including petitions, orders to the court, and similar documents. Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices. Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Provide general clerical office support such as answering telephones and taking messages, copying and distributing documents, sending and receiving faxes and electronic mail messages, receiving and distributing mail, providing backup reception assistance, assisting Probation Officers with word processing or other computer matters, and performing any other similar duties, as assigned.

**Minimum Qualifications and/or Educational Requirements**

One year of specialized experience\* equivalent to work at a CL 24. A high school diploma or equivalent. Must be skilled in the use of computer software and database systems; have the ability to communicate effectively both verbally and in writing; proficient in using Windows-based software applications: Word Perfect, Lotus Notes and MS Office; and, skilled at prioritizing work and managing challenging

deadlines. Must also have basic knowledge of legal terminology and be able to follow detailed instructions accurately. Bachelor's Degree, preferred.

\*Specialized experience is defined as 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 organization, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations

### **Conditions of Employment**

Must be U. S. Citizen or eligible to work in the United States. Citizenship requirements for employment in the Judiciary are available for public review at [www.uscourts.gov](http://www.uscourts.gov). The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation results. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

### **Benefits**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. U.S. Probation Office employees are covered by the Court Personnel System and are entitled to the following federal benefits: 10 paid holidays; paid annual leave; paid sick leave; health insurance benefits (variety of plans); life insurance; long term care insurance; flexible benefits; retirement plan; thrift savings plan 401(k). (For benefit plan specifics see the Careers page at: [www.uscourts.gov](http://www.uscourts.gov)). This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay.

### **Application Procedures**

Only candidates selected for an interview will be contacted. Interviewees will be asked to participate in proficiency tests. Interested and qualified applicants must submit a letter of interest, resume, list of at least three references with contact information, and a completed Federal Judicial Branch Application for Employment. (For application form see Careers page at: [www.uscourts.gov](http://www.uscourts.gov)).

Application materials may be sent via e-mail or mail, to be received no later than close of business on Friday, August 15, 2014, to:

Charlotte Griggs, Human Resources Specialist  
United States Probation Office  
333 W. 4<sup>th</sup> Street, Suit 3820  
Tulsa, Oklahoma 74103  
918-699-4841  
[Charlotte\\_Griggs@OKND.USCOURTS.GOV](mailto:Charlotte_Griggs@OKND.USCOURTS.GOV)

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice or other notice.

**Equal Opportunity Employer**