

UNITED STATES PROBATION
WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement
08-WAW-22

September 2008

ADMINISTRATIVE ASSISTANT

Court Personnel System Classification Level: CL 23/24
Developmental Range Salary \$31,171 to \$43,146
Full Performance Range Salary \$39,284 to \$56,122
Depending upon experience and qualifications
Additional promotional potential without further recruitment

Position open until filled; preference given to resumes received by September 19, 2008

The U.S. Probation Office for the Western District of Washington is currently accepting applications for the position of Administrative Assistant. There are five offices within the Western District of Washington (Seattle, Tacoma, Tukwila, Everett, and Vancouver). This position will be located in Seattle.

The Administrative Assistant provides clerical support to the U.S. Probation Office.

REPRESENTATIVE DUTIES

- Formats, types, and edits reports developed by officers such as presentence reports and violation reports. Prepares petitions, orders, and documents essential to probation/parole supervision;
- Organizes, prepares, and maintains case files for officers' use; enters supervision case file and statistical data into automated databases;
- Conducts criminal record checks through local or national law enforcement files; assists officers in performing investigations;
- Answers telephones; greets visitors and clients, referring them to appropriate staff persons;
- Processes incoming/outgoing mail;
- Other duties as assigned.

QUALIFICATIONS

High school graduate or equivalency required plus two years progressively responsible clerical or administrative experience. Clerical experience obtained in a court or related legal field is preferred. The successful candidate will also possess:

- attention to detail;
- ability to type at least 65 words per minute;
- computer skills - working knowledge of WordPerfect and Windows;
- strong organizational and filing skills;
- excellent written communication skills: editing, spelling, punctuation, grammar;
- ability to work under strict deadlines in fast-paced environment;
- ability to maintain strict confidentiality;
- ability to deal with a variety of people tactfully and courteously, both in person and on the phone;
- ability to be self motivated and flexible.

INFORMATION FOR APPLICANTS:

Qualified applicants should submit a cover letter and resume to:

Human Resources (#08-WAW-22)
U. S. District Court, Lobby Level
700 Stewart St.
Seattle, WA 98101

or via e-mail (Word, WordPerfect, or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days paid vacation for the first three years of employment. Thereafter, 20 to 26 days per year dependent upon length of federal service;
- 13 days of paid sick leave per year;
- 10 paid holidays per year;
- Public transit subsidies available (subject to availability of funds);
- Subsidized medical coverage with pre-tax employee premiums (pre-existing conditions for self & family covered);
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligible for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies, or the military, will be added to the judiciary employment when computing employee benefits.