



UNITED STATES PROBATION AND PRETRIAL SERVICES  
WESTERN DISTRICT OF WASHINGTON

## ADMINISTRATIVE ASSISTANT

**ANNOUNCEMENT NUMBER** 16-WAW-05

**ANNOUNCEMENT DATE** November 3, 2015

**CLOSING DATE** November 15, 2015

The U.S. Probation and Pretrial Services 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.

**REPRESENTATIVE DUTIES**

- Organizes, prepares, and maintains case files for officers' use; enters supervision case file and statistical data into automated databases;
- Retrieves records from criminal records databases;
- Answers telephones; greets visitors and clients, referring them to appropriate staff persons;
- Processes incoming/outgoing mail and electronic notifications / documents;
- 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 - knowledge of Word, 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.

<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:</p> <p>CL23, Step 1 – 61, \$33,773 - \$54,895  CL24, Step 1 – 61, \$37,404 - \$60,792</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Qualified applicants should submit a <u>cover letter and resume</u> to:</p> <p>Human Resources (#16-WAW-05)  U. S. District Court  700 Stewart Street, Suite 2218  Seattle, WA 98101  or via e-mail (Word or Acrobat .pdf format) to:  <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p><b>BENEFITS</b></p>	<p>Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p>