



**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT**

OPENS: August 10, 2009

CLOSES: August 24, 2009

POSITION TITLE: Probation Clerk
LOCATION: U. S. Probation Office, Eastern Judicial District of California, Sacramento
SALARY AND GRADE RANGE: Classification Level (CL) 23 -- \$32,547 - \$52,891 per annum
(NOTE: Starting salary will be set at \$32,547 - \$40,685 DOE, with further long term progression to \$52,891. Lateral transfers will be considered for Federal probation clerks currently employed in other districts.)

POTENTIAL PROMOTIONAL OPPORTUNITY TO CL-24 AFTER TWO YEARS WITHOUT FURTHER COMPETITION

DESCRIPTION OF DISTRICT, PROBATION OFFICE, AND DUTIES:

District. The Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

Duties. Total office clerical support for three to four probation officers (i.e., Court or Supervision Unit) -- or assignment to an operations support unit (i.e., Statistical Unit, Reception). Under the general supervision of a supervisory clerk, the probation clerk's duties may include, but are not limited to, the following: Receives dictation (direct or recorded) and transcribes same; types investigative reports; prepares and maintains statistical control information; prepares petitions, orders, and other court papers essential in probation and parole supervision; answers telephones, greets walk-in visitors, and performs necessary filing duties.

Qualifications. To qualify for a probation clerk position, a person must be a high school graduate or equivalent, have at least two years general experience, and demonstrate an ability to take and transcribe messages from own notes and ability to use dictaphone/transcription equipment; ability to use automated software and equipment for word processing, data entry, or report generation; WordPerfect experience preferred; **type at least 50 WPM net**; good knowledge of spelling, punctuation, and grammatical usage.

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. Experience working in a legal/law enforcement office environment preferred.

Employee Benefits. Employees of the Probation Office are not included in the Office of

Personnel Management's classification/personnel management system. They are, however, entitled to the same benefits as other Federal Government employees. Some of these benefits are:

- * Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Paid sick leave earned at four hours per pay period (13 days per year).
- * Participation in the Federal retirement program and in a tax-deferred Thrift Savings Plan (similar to a 401K plan).
- * Voluntary participation in a Federal health insurance program, dental, and vision program.
- * Voluntary participation in the Federal Employees' Group Life Insurance program.
- * Up to 10 paid holidays per year.
- * Optional enrollment in the Federal Judiciary employees' long-term care insurance, Flexible Spending Accounts and commuter benefits programs.
- * Creditable time-in-service with other Federal agencies and prior military service will be taken into consideration in computing employee benefits.

NOTE: Probation Office support staff (i.e., non-officer) employees are considered 'AT WILL' employees and, as such, can be terminated with or without cause by the Court.

Application Procedures. Interested applicants are required to complete and submit an AO 78 Application for Judicial Branch Federal Employment to:

E-mail to: caep_hr@caep.uscourts.gov
or
Fax to: 916.930.4391

Application forms may be obtained from our website at:
<http://www.caep.uscourts.gov/employ.htm>

- * Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- * Lateral transfers will be considered for Probation Clerks currently employed in other districts. A lateral transfer is considered a Probation Clerk's current Classification Level/Step from their current pay table to Pay Table 70 - Sacramento. The agency is unable to salary match locality pay.
- * To be considered, applicants must submit the required AO 78 Application for Judicial Branch Federal Employment. If an AO 78 application form is not submitted or is incomplete, the applicant will not be considered for the position.
- * The person selected for this position may be subject to a background investigation and will be fingerprinted.
- * More than one position may be filled from this announcement.
- * The U. S. Probation Office is not authorized to reimburse candidates for interview

or relocation expenses.

- * This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- * The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- * Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- * Prior to an applicant testing for this position, the applicant will be required to provide the agency with a typing certificate certifying the applicant can **type at least 50 WPM net**. The certificate must be dated within one year of the applicant's scheduled testing date with our agency. The agency does not accept internet typing certificates.
- * Upon entrance-on-duty, all new employees (including employees transferring from other Districts and/or other Federal agencies) are placed on a probationary status for a six-month period. Failure to successfully complete the probationary period may result in termination of employment.
- * Applications received after August 24, 2009, will not be considered.

****THE UNITED STATES PROBATION OFFICE
IS AN EQUAL OPPORTUNITY EMPLOYER****