

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
PROBATION OFFICE**

EMPLOYMENT OPPORTUNITY

POSITION: Probation Administrative Assistant

LOCATION: Savannah, Georgia

VACANCY ANNOUNCEMENT: 14-03

STARTING SALARY: CL-24/1 to CL-24/12 (\$34,703 to \$38,684)
(Starting salary commensurate with qualifications)

CLOSING DATE: May 2, 2014

The United States Probation Office, United States District Court, Southern District of Georgia, is accepting applications for the full-time position of Probation Administrative Assistant.

POSITION OVERVIEW:

Assists with reports developed by probation officers, and assists with case management. Establishes electronic case files and performs data entry. Acts as receptionist by answering the telephone and greeting the public. All other duties as assigned.

QUALIFICATIONS:

Applicants must be high school graduates or the equivalent, with at least two years clerical experience involving progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as telephone usage, typing, record keeping, sorting, and distribution of mail. Knowledge and skill in the use of personal computers and software applications to prepare reports and correspondence are **required**.

CONDITIONS OF EMPLOYMENT:

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information.

EMPLOYEE BENEFITS:

The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in

the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Disability Plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

APPLICATION PROCESS:

Submit cover letter and detailed résumé (no photos) with salary history by mail to the following address:

United States Probation Office
Attn: Human Resources Administrator
Vacancy Announcement 14-03
P.O. Box 8165
Savannah, GA 31412

Only applicants who are selected to proceed to the next step will be contacted.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.