

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



**NOTICE OF VACANCY**

**POSITION:** Operational Administrative Assistant  
**LOCATION:** Brunswick, Georgia  
**VACANCY:** **PROB 23-14**  
**STARTING SALARY:** CL-25 (\$45,682 - \$57,118)  
**CLOSING DATE:** December 22, 2023

The U.S. District Court for the Southern District of Georgia is comprised of three authorized District Judgeships, two senior judges, and three magistrate judges. The Southern District of Georgia is headquartered in Savannah and has divisional offices in Augusta and Brunswick. The Probation Office has an opening for an Operational Administrative Assistant in Brunswick, Georgia.

**POSITION SUMMARY:**

This position is in the U.S. Probation and Pretrial Services Office. The incumbent ensures the integrity and efficiency of the Probation Automated Case Tracking System (PACTS) database, runs PACTS statistical reports, monitors CM-ECF document extractions, monitors and distributes CM-ECF court orders, and submits statistical and sentencing data to the U.S. Sentencing Commission, Bureau of Prisons, and other agencies. The incumbent provides technical, administrative, and case management support to probation/pretrial services officers in a wide range of areas, including assisting officer specialists in completion of specialized tasks relative to specialized programs such as drug aftercare treatment, re-entry/drug court programs, and special project development. The incumbent performs operational assistance to supervisors, officer specialists and probation/pretrial services officers. The incumbent has a thorough understanding of policy and procedures and requires minimal supervision.

**REPRESENTATIVE DUTIES:**

- Ensures the integrity and efficiency of the PACTS database, identifies data entry errors and/or deficiencies, and makes corrections as necessary.
- Maintains accuracy and completeness of official case records.
- Generates statistical reports to monitor for missing information in PACTS and takes corrective action.
- Provides designated statistical reports to officers and supervisors for review.

- Processes and transmits sentencing record information for designation to Bureau of Prisons' facility.
- Monitors CM-ECF court orders and distributes accordingly based on hearings, prerelease investigations, sentencing and judgment records.
- Dockets reports in case management system (CM-ECF).
- Assists officers and officer specialists in specialized tasks, such as preparing resource materials regarding re- entry, employment and vocational services, etc., which can be used as reference materials and aides for offenders/defendants, potential employers, etc.
- Transmits statistical and sentencing information to United States Sentencing Commission.
- Conducts record checks on various automated systems. Ensures that database information is complete and required data is properly recorded. Maintains certification in various law enforcement databases.
- Conducts all facets of case progression and management, including opening and closing of pretrial intakes and pretrial and post-conviction supervision cases in accordance with established case management procedures. Enters all case data into automated database (PACTS).
- Maintains and mails urinalysis tests and materials to laboratories for confirmation. Maintains inventory of supplies.
- Participates in and contributes to ongoing operational training programs.
- Prepares Judgments and Statements of Reasons for Magistrate Court and District Court.
- Assists with preparation of documents based on the policies of the assigned unit. Document preparation may include drafting documents, proofreading for content and grammatical errors; reviewing for format issues; and editing of documents.
- Updates the automated District Court calendar to reflect the assigned officer and ensures the appropriate staff receive notification of the event.
- Prepares collateral requests on behalf of officers and submits them to other districts and agencies.
- Assists with training staff in the operational policies and procedures of the district as needed.
- Performs other operational and administrative duties as assigned.
- Adheres to all office policies and the Code of Conduct for Judicial Employees.

## **QUALIFICATIONS:**

Completion of a bachelor's degree from an accredited college or university is preferred. To qualify for the position at the CL 25 level, applicants must have at least three years of progressively responsible administrative experience. The successful candidate should possess exceptional interpersonal and organizational skills; be responsible, poised and tactful; demonstrate good judgment and be able to communicate effectively, both orally and in writing.

## **EMPLOYEE BENEFITS:**

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employee's Retirement System, and the Thrift Savings Plan. For more information about the major benefits offered to federal employees, visit the benefits website at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits) .

## **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:**

Email the following documents in a single PDF to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) with Vacancy Number PROB 23-14 indicated in the subject line of your email.

- Cover Letter addressing your skills and experience, with an explanation as to how those skills and experience may contribute to the organization;
- Completed AO78 (available at [www.gasp.uscourts.gov](http://www.gasp.uscourts.gov));
- Most recent performance evaluation;
- List of 3 professional references; and
- Copy of college transcripts (if applicable)

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 EMPLO**