

**UNITED STATES PROBATION & PRETRIAL SERVICES  
DISTRICT OF DELAWARE**

**VACANCY ANNOUNCEMENT # 15-06**

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**POSITION:**                   **PROBATION CLERK**  
                                  **Full-time - 8:00 a.m. to 5:00 p.m.**

**LOCATION:**                   **DOVER, DELAWARE**

**SALARY RANGE**           **\$33,767 to \$42,215 (CL 23/01 - 23/25)**  
                                  **(based on qualifications & experience)**

**OPENING DATE:**       **October 2, 2015**

**CLOSING DATE:**       **October 16, 2015**

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**POSITION OVERVIEW:**

This full time position is located in the U. S. Probation & Pretrial Services Office, District of Delaware, in the Dover office. The incumbent will provide all manner of clerical support to officers, supervisors and managers; act as receptionist, assist in office operations, and perform other duties as needed. The position includes duties of both operational and technical nature to ensure smooth and efficient operation of the office and to support probation officers in a wide range of areas. This work also includes lower level administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting documents, proofreading, assembling reports, and greeting visitors and clients.

**QUALIFICATIONS:**

Applicants for this position must display initiative, be able to work independently, and communicate effectively with co-workers, U.S. District Court employees, federal and local law enforcement personnel, attorneys, the public and a wide variety of government and public service agencies. Knowledge and skill in the use of computers, particularly word processing, along with a broad knowledge of proper grammar is essential. The incumbent must be able to maintain strict confidentiality, be a team player who enjoys working in a sometimes fast-paced environment, and be willing to adapt to constantly changing technology, in order to maintain Probation & Pretrial Services quality standards.

**Preferred Skills:** Proficiency with Corel WordPerfect, Microsoft Word, Excel, PowerPoint, and Publisher preferred..

**EDUCATION & EXPERIENCE:**

High school graduate or equivalent. Two years general experience which demonstrates progressively responsible clerical office or other work experience indicating the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

**REPRESENTATIVE DUTIES:**

Provide office support and assistance for the operational functions of the office, which may include any or all of the following duties and responsibilities:

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Answer routine questions and refer persons to officer or to appropriate agency based on knowledge of officers' activities and program operations. Direct persons reporting from jail or from court as to officer assignment and reporting procedures. Perform necessary filing duties, work on special District projects, and other duties as assigned.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders and defendants, following established practices and protocols. After certification, conducts criminal record checks through local or national law enforcement files. Assists officers in performing investigations for own and other districts by accessing CJIS, and verifying information. Prepare and update case files and reports, investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and proofread/edit reports prepared by officers.
- Perform data entry functions into the office's computerized database system. Generate standard reports from databases and computerized systems.
- Conduct inquiries with collateral agencies, collecting verifiable and supportable documentation, using national criminal data base systems.
- Receive, prioritize, and route incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Scan, copy, file, stamp, and locate files and documents.
- Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating, including translating documents and correspondence.

**BENEFITS:** The United States District Probation & Pretrial Services Office for the District of Delaware offers a generous benefits package to full-time permanent employees which includes: 10 paid holidays; 13 days paid vacation for the first three years, 20 days paid vacation after three years,

26 days paid vacation after 15 years; paid sick leave. Optional health benefits and life insurance, retirement benefits. Long-term care, dental and/or vision plans, as well as medical and dependant care reimbursement accounts are also available to judiciary employees. Please note some benefits require a waiting period.

**INFORMATION FOR APPLICANTS:**

Applicants are encouraged to submit their resume and cover letter by 4:30 p.m. October 16, 2015, via email to: [DEHR@dep.uscourts.gov](mailto:DEHR@dep.uscourts.gov). Application packages may also be submitted to:

**U.S. Postal Mailing Address:**

Att.: Administrative Officer  
Unit 39  
844 King Street  
Wilmington, DE 19801

**Delivery Address:**

Att.: Administrative Officer  
Suite 400  
824 Market Street  
Wilmington, DE 19801

Due to the volume of applications received, the probation office will communicate with only those individuals who will be interviewed. If you are not contacted, another candidate was invited for an interview.

The U.S. Probation & Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein; however, hiring may be constrained by budgetary considerations.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Judiciary employees serve under excepted appointments (not civil service). Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance. This position is a mandatory Electronic Funds Transfer participation for payment of net pay, i.e., Direct Deposit. Employees adhere to a Code of Ethics and Conduct which is available for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. Probation & Pretrial Services office. The selected candidate will be subject to a background check, fingerprinting, and credit check as a condition of employment. Participation in the interview process is at the applicant's own expense. Relocation expenses are not provided.

Questions regarding this vacancy, may be directed to our Administrative Officer at (302) 252-2950.

**EQUAL OPPORTUNITY EMPLOYER**