



**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
PROBATION AND PRETRIAL SERVICES OFFICE**



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Reply to: **Minneapolis**

Support Specialist
Vacancy Announcement #2014-05

Position Type: Regular full-time position

Position Location: Bemidji, Minnesota

Posting Dates: March 1, 2014, until filled; Initial screening of applications will be March 17, 2014. Applications received by this date will be considered first.

Salary Potential: \$34,703 (CL 24, Step 1) to \$56,417 (CL 24, Step 61). Salary is based on educational background and experience in accordance with the Court Personnel System.

Area of Consideration: Open to all sources

THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. There are field offices located in Bemidji, Duluth, Fergus Falls, and St. Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION

The U.S. Probation and Pretrial Services Office in the District of Minnesota is currently seeking a talented, full-time, permanent Support Specialist for our Bemidji Office. This challenging position is responsible for providing administrative/secretarial support to U.S. Probation Officers.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

A Support Specialist performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Formats, types, and edits reports developed by officers, often within a short time period. Reports include presentence reports, violation reports, bail reports, and preliminary interview reports for the Court.
- Independently, or with direction, prepares petitions, orders, and papers essential to probation, supervised release, and pretrial services.
- Prepares other letters, memoranda, and recurring reports and forms. Composes routine correspondence for officers and ensures that all are proofread for grammar and punctuation.
- Organizes and prepares new case files for officers' use in accordance with established case management procedures.
- Enters statistical data into automated databases. Initiates statistical transactions and apprises officers.
- Receives and transfers case files from other districts. Conducts criminal record checks through local or national law enforcement computer systems.
- Assists officers in performing investigations accessing Criminal Justice Information Systems (CJIS), initiating verification forms, and verifying information by phone. Prepares and maintains investigative files and enters data into case tracking system.
- Makes entries to chronological records in supervision case files from information provided by the officer. Accepts and reviews monthly reports for completeness in the absence of the officer at his/her direction. Provides list of delinquent reports to officers.
- Prints financial reports monthly, updates database, and keeps officer informed. Similarly, logs community service hours and keeps the officer apprised.
- Answers and screens telephone calls and visitors. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Assists persons reporting from prison or from court as to officer assignment and reporting procedures.
- Completes certification training to access Criminal Justice Information Systems.
- Performs other duties as assigned.

QUALIFICATIONS

- High School Diploma or the equivalent.
- Education with legal/office emphasis preferred.
- Two years of clerical experience and one year of specialized experience. Solid understanding of office procedures, practices, processes, and mission.
- Broad knowledge of proper grammar usage and the ability to edit efficiently.
- Proficiency in organizing work to meet recurring deadlines and maintain tracking systems related to cases.
- Ability to accurately and promptly give and receive information from individuals within and outside the Court.
- Knowledge and skill in use of personal computers and software applications to prepare reports and correspondence.
- Ability to adjust to ever-changing technology.

BENEFITS

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health insurance, dental and vision insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

APPLICATION PROCESS

Qualified candidates should email resume, cover letter, and Application for Employment (AO78 form) found on our website <http://www.mnp.uscourts.gov/hrforms.html> or by contacting the Human Resources Department at 612-664-5440.

hr-mnprob@mnp.uscourts.gov

Please enter “Application for Support Specialist Position” in the email Subject line.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** Unsuccessful applicants will not receive notice.

The U.S. Probation and Pretrial Services Office reserve the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may select a candidate from the qualified applicants.

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. All appointments are subject to FBI Fingerprints and background investigation, including credit checks and criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

Employees are required to adhere to a Code of Ethics and Conduct Policy. This position is subject to mandatory Electronic Fund Transfer (Direct Deposit) participation for payment of net pay. Regular (permanent) hires for this position shall serve a probationary period of six months.

Candidate selected for the position will be required to train in the Minneapolis Office for the first two weeks of employment.

An Equal Opportunity Employer