



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



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Reply to: Minneapolis

## Probation Clerk

Vacancy Announcement #2012-01

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Position Type: Part-time - 30 hours per week (with future potential for full-time hours); Regular

Number of Vacancies: Several positions may be filled from this announcement without further advertising.

Position Location: Bemidji, Minnesota

Posting Dates: March 21, 2012, until filled; Initial screening of applications will be April 6, 2012. Applications received by this date will be considered first.

Salary Potential: CL 23, Step 1 (\$14.90/hour) to CL 23, Step 61 (\$24.26/hour) with future promotion potential to CL 24, Step 1 (\$16.51/hour) to CL 24, Step 61 (\$26.85)

**Starting salary will be CL 23, Step 1(\$14.90/hour)**

Area of Consideration: Open to all sources

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### 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, part-time, permanent Probation Clerk for our Bemidji Office. This challenging

position is responsible for providing administrative/secretarial support to U.S. Probation Officers.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

A Probation Clerk 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.

## **QUALIFICATIONS**

- High School Diploma or the equivalent.

- Two years clerical experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education with legal/office emphasis preferred.
- 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:**

To be assured consideration, please submit all of the following application materials:

1. Cover Letter
2. Résumé
3. Application for Employment (AO78 form) - found on our website <http://www.mnp.uscourts.gov/hrforms.html> or by contacting the Human Resources Department at 612-664-5359.

Incomplete submissions will not be considered. Please reference posting number 2012-01 with submitted application materials.

It is preferred that application materials are submitted via e-mail to [hr-mnprob@mnp.uscourts.gov](mailto:hr-mnprob@mnp.uscourts.gov). Applications may also be forwarded to:

U.S. Probation and Pretrial Services Office  
Attn: Human Resources Specialist (2012-01)  
300 South 4<sup>th</sup> Street, Suite 406  
Minneapolis, MN 55415-1320  
Fax: 612-664-5416

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 reserves 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. 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**