



**U.S. Probation and Pretrial Services
District of Minnesota**

Executive Assistant to the Chief

Vacancy Announcement #2015-09

Position Type:	Regular Full-time
Number of Vacancies:	One
Position Location:	Minneapolis, Minnesota
Posting Date:	December 12, 2014
Classification:	CL 26
Salary:	\$44,713 to \$72,727 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, December 26, 2014 at 5:00 p.m.
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 Executive Assistant for our Minneapolis Office. This challenging position is responsible for providing administrative/professional support to the Chief Probation Officer.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

An Executive Assistant to the Chief performs a variety of duties and responsibilities that include, but are not limited to, the following:

Professional support duties such as filing, editing, copying, formatting, inputting data, answering phones, assembling reports, research, and greeting visitors.

Answers inquiries and provides assistance to various individuals as authorized.

Maintains the Chief's calendar. Arranges meetings, conferences or other events, including notification to participants and logistical coordination.

Assists the Chief with daily responsibilities of the office.

Prepares letters, memoranda, and recurring reports and forms. Composes routine correspondence and ensures that all are proofread for grammar and punctuation.

Makes travel arrangements for the Chief. Prepares travel payment vouchers.

Develops data tracking systems to track case and monthly workload activity reports, and statistical analysis, and presentations, as directed by the Chief.

Prepares statistical summaries; reports; and data for internal use, as well as for Judicial Officers, the Administrative Office, and other agencies.

Prepares meeting agendas and takes minutes.

Disseminates communication to staff.

Assists with the preparation of the Annual Report.

Coordinates and facilitates advisory groups, working teams, and similar groups.

Initiates and manages special projects.

Prepares public relations presentation materials.

Serves as liaison to the Administration and IT units.

QUALIFICATIONS

This position requires at least two years of specialized experience in a progressively responsible clerical or administrative role requiring the regular and recurring application of clerical procedures.

Demonstrated ability to apply a body of rules, regulations, directives, or laws and involve the routine use computer software, technology and equipment for word processing, data entry and report generation.

Thorough understanding of office procedures, practices, processes, and mission.

Ability to exercise mature judgment.

Oral and written communication skills.

Proficiency in organizing work to meet recurring deadlines.

Ability to accurately and promptly give and receive information from individuals within and outside the Court.

Possess a high school diploma (or the equivalent). Bachelor's and/or Paralegal degree is preferred.

Preferred Qualifications:

Bachelor's and/or a Paralegal degree preferred.

Prefer 3 or more years in an executive assistant or similar role.

Prior court experience preferred.

APPLICATION PROCESS

Qualified candidates should email resume, cover letter, and Application for Employment, AO78 form

(<http://www.uscourts.gov/uscourts/formsandfees/forms/ao078.pdf> to:

hr-mnprob@mp.uscourts.gov

Enter “Application for Executive Assistant to the Chief Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates.

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 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.

An Equal Opportunity Employer