

**UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA  
PROBATION OFFICE**

KEVIN D. LOWRY  
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**NOTICE OF VACANCY**

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**ANNOUNCEMENT NO.:** 2008-08  
**POSITION:** Probation Clerk/Support Specialist  
**POSITION TYPE:** Regular or Temporary, Full-time (40 hours per week) or Part-time (Hours to be negotiated), At-Will  
**POSITION LOCATION:** Minneapolis, Minnesota  
**OPENING DATE:** Friday, January 11, 2008  
**CLOSING DATE:** Initial Application Deadline: Friday, February 1, 2008; Open Until Filled  
**AREA OF CONSIDERATION:** All sources  
**HIRING RANGE:** CL 23, Step 1 (\$31,088) through Step 25 (\$38,855)\*  
CL 24, Step 1 (\$34,403) through Step 25 (\$43,031)\*  
\*Depending upon qualifications and experience.  
**SALARY RANGE:** CL 23, Step 1 (\$31,088) through Step 61 (\$50,507) with future promotion potential to CL 24.  
CL 24, Step 1 (\$34,403) through Step 61 (\$55,972) Table L7, 2007

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**OVERVIEW OF THE DISTRICT**

U.S. Probation in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. A field office is located in the U.S. Courthouse at 180 East Fifth Street, Suite 670, St. Paul. A second field office is located in the U.S. Courthouse at 515 West First Street, Duluth. A third field office is located in the U.S. Courthouse at 118 South Mill Street, Fergus Falls. The Probation Office serves the Judicial District of Minnesota which includes 87 counties.

**INTRODUCTION**

The U.S. Probation Office in the District of Minnesota is currently seeking talented, full-time or part-time, permanent or temporary Probation Clerks for our downtown Minneapolis 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, and preliminary interview reports for the court.
- Independently, or with direction, prepares petitions, orders, and papers essential to probation and supervised release.
- 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 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 and transmits letters to clients concerning delinquent reports.
- Independently processes incoming fine and restitution payments and maintains current balances in the case file and keeps officer informed. Similarly, community service hours are logged and 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.
- Technical or two-year degree with legal/office emphasis or the equivalent clerical 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.
- Ability to transcribe from personal dictation, recordings, or handwritten material.

## **BENEFITS**

Benefits include participation in the Federal Employee's Retirement System (FERS), Health Insurance, Life Insurance, Holiday Pay, and Annual and Sick Leave Accrual.

## **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>

Application materials must be received by the close of business on Friday, February 1, 2008. Incomplete submissions will not be considered. Emailed documents are highly preferred. Only applicants selected to participate in the interview process will be contacted. Unsuccessful applicants will not receive notice. The U.S. Probation 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.

Human Resources Specialist  
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Fax: 612-664-5416

**An Equal Opportunity Employer**

*All applicants must be a U.S. Citizen or be eligible to work in the United States.*

*All appointments are subject to FBI Fingerprints and background investigation, including credit checks and criminal history.*

*Retention depends upon a favorable suitability determination.*

*All salary payments are made via direct deposit.*

*Interview and/or relocation expenses will not be provided.*

The U.S. Probation Office is an Equal Opportunity Employer. The U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the Human Resources Specialist. The decision on granting reasonable accommodations will be made on a case-by-case basis.

New hires for this position shall serve a probationary period of six months.