

# Notice of Career Opportunity

## United States Probation Office Eastern District of Missouri



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<b>Posting Date:</b>	September 06, 2024
<b>Vacancy Number:</b>	AST-0924
<b>Position:</b>	Administrative Support Technician– FT/Permanent
<b>Salary Range:</b>	CL22/1 \$32,403 to CL22/61 \$52,716 Promotion potential to CL-23 without further competition. (Salary and classifications dependent upon qualifications and location)
<b>Duty Station:</b>	U.S. Probation Office - St. Louis, Missouri
<b>Closing Date:</b>	Open until filled - <i>applications will be considered as they are received</i>

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### Position Summary

The United States Probation Office for the Eastern District of Missouri is accepting applications for the position of an Administrative Support Technician. This is an entry level position that provides clerical support to the U.S. Probation Office's team in accordance with approved internal procedures and policies. The incumbent assists more experienced staff by providing clerical and administrative support. This role will be stationed in St. Louis, Missouri office.

### Summary of Representative Duties and Responsibilities

- Formats, types, and edits reports developed by officer, often within a short time period.
- Receptionist duties, answer and screens telephone calls and greet visitors. Answer routine questions, direct persons reporting from prison, court or to appropriate programs based upon knowledge of officers.
- Docket reports in CM-ECF developed by officers, often within a short time period. Reports include presentence reports, violation reports, petition for warrants/summons reports and modifications for the court. Independently, or with directions of officers prepare summons or essential documents pertaining to case files.
- Enter supervision case file and statistical data into PACTS database. Receive and transfer case files from other districts. Conducts criminal record checks through local or national law enforcement systems by accessing REJIS, MULES, and NCIC. Retrieve State (OPII) records through state database. Process police reports through St. Louis County and St. Louis City databases.
- Initiates verification forms from PACTS (PSX) database. Enter chronological records in supervision/investigation case file from information provided by the officer. Scan monthly reports and case materials into PACTS (PDIM) database.
- Submit case file materials through eDesignate and USSC database.
- Enter demographics into PACTS database to generate collateral investigation.
- Processing incoming/outgoing mail.
- Participates in and contributes to ongoing functional training programs.
- Responsible for running record checks through local and national databases, gathering documentation (arrest reports, charging documents, judgements, and dismissals), compiling criminal histories/profiles, and conducting additional investigative work, to provide a written summary to requesting districts in accordance

with established time frames.

- Other duties as assigned.

### **Required Qualifications**

Applicants must be a high school graduate or equivalent. Bachelor's degree is preferred. Must have excellent communication and organization skills and able to work independently. Strong writing, analytical and decision-making skills are required. Knowledge and skills in use of personal computers and software applications to prepare reports and correspondence is required. Applicants must have thorough knowledge of office procedures, practices, processes, and telephone etiquette. Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines and maintain tracking systems related to cases. Experience with the criminal justice system is a plus.

Applicants should have clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

### **Conditions of Employment**

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

### **Benefits**

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

Generous Paid Time Off Program  
Public Service Loan Forgiveness  
Defined Benefit Pension Plan  
Long-Term Care Insurance  
Parking/Commuter Benefit Program  
Work Life Services

Eleven Paid Holidays  
Group Health, Dental, Vision and Life Insurance  
Defined Contribution Plan (TSP) with Employer Match  
Health and Dependent Flexible Spending Accounts  
Employee Assistance Program  
Virtual Judiciary Online University

### **How to Apply**

Please submit a cover letter with detailed resume and three references, as well as, the completed application for Judicial Branch Federal Employment Form AO-78 (Click the link to download [Form AO-78](#)) to: [moed\\_employment@moed.uscourts.gov](mailto:moed_employment@moed.uscourts.gov) (please include the Vacancy Number: AST-0924 in the subject line). Applications will not be considered complete until all the items listed above have been received by Human Resources.

All property submitted becomes the property of the U.S. Probation Office. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted

*The Probation Office provides reasonable accommodations to applicants with disabilities.*

**The Court is an Equal Employment Opportunity employer**

