

Career Opportunity



Ronald G. Schweer
Chief United States
Probation Officer

Kansas City Division

500 State Ave. (M-35)
Kansas City, KS 66101

Topeka Division

444 S.E. Quincy St. (375)
Topeka, KS 66683

Wichita Division

401 N. Market St. (3rd Fl.)
Wichita, KS 67202

UNITED STATES PROBATION OFFICE

District of Kansas

Position:	Administrative Assistant to a Probation Officer (AAPO)
Number of Positions:	One
Classification Level:	CL 24
Salary Range:	\$34,703-\$56,417 * Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines.
Promotion Potential:	Promotion potential to a Senior AAPO/CL 25 possible without further competition (\$38,334-\$62,307)
Location:	Topeka, Kansas
Opening Date:	October 6, 2014
Closing Date:	Open until filled; preference given to applications received by October 24, 2014
Vacancy Number:	TO14-17

POSITION OVERVIEW:

An Administrative Assistant to a Probation Officer (AAPO) provides administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling collateral investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer. The District of Kansas is an evidence-based organization, which means that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by an Administrative Assistant to a Probation Officer.

- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Accurately enter data and information into the office's computerized database system and extract reports from the database. Must be adaptable to ever-changing database updates.

- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files, and investigation and supervision reports, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.
- Support evidence-based principles and practices in the District of Kansas to consistently evaluate and improve organizational performance.
- General office clerical duties and receptionist duties such as greeting guests, processing mail. This person has main receptionist duties; phone duties.
- Maintain a high level of confidentiality with sensitive court documents, client matters, and proceedings.

QUALIFICATION REQUIREMENTS:

Mandatory

General:

To qualify for the position of Administrative Assistant to a Probation Officer, a person must be a high school graduate, or equivalent, and have one year of specialized experience.

Specialized Experience:

Progressively responsible 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.

Preferred

A successful candidate should be highly organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important. Must be able to balance the demands of varying workload responsibilities and deadlines.

Familiarity with Microsoft Office Suite such as Word and Excel. Familiarity with Lotus Notes is helpful. Ability to speak Spanish is helpful.

EMPLOYEE BENEFITS:

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of healthcare coverage, including dental & vision coverage.
7. Life insurance options.
8. Participation in the Federal Employees Retirement System.

9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free parking.
13. Free onsite fitness center.

APPLICATION PROCEDURE:

To apply for this position, applicants must submit the following application materials via email to ksd_recruitment@ksd.uscourts.gov .

1. cover letter
2. resume
3. completed *AO 78 Application for Judicial Branch Federal Employment**
4. completed *District of Kansas Supplemental Information Form**

***THE AO 78 AND SUPPLEMENTAL FORMS ARE AVAILABLE ON OUR WEB PAGE UNDER THE “HUMAN RESOURCES” TAB AT: <http://www.ksp.uscourts.gov>**

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions.

Applicants must be a U.S. citizen or eligible to work for the United States Government. Proof of eligibility status will be required. The federal Immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts are responsible for ensuring that all new employees are eligible to work for the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***