

# Career Opportunity Probation Clerk

Classification Level: 23

Starting Salary Range: \$34,069-\$42,586

Classification Level Salary Range: \$34,069-\$55,363

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.**

## **POSITION SUMMARY**

This position is located in the Probation Department in Detroit, MI and reports directly to the Supervising Probation Clerk. The probation clerk provides clerical support to probation officers in accordance with approved internal policies and procedures. The probation clerk performs rotational reception coverage, performs mail and fax duties, maintains case information in the Probation and Pretrial Services Automated Case Tracking System (PACTS) and in the department electronic case files, formats, proofreads and edits a variety of documents; as well as general office duties such as scanning and uploading files and information into the automated case tracking system and answering phones. Work is performed in an office setting, where persons with violent backgrounds are usually present. Work outside the normal business hours and occasional travel within the district may be required. Light to moderate lifting may be required.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Performs receptionist duties by greeting visitors/clients in person and on the telephone. Answers routine questions and directs visitors/callers/clients to the appropriate person or department.
- Prioritizes and completes work assignments from the Clerical Assignment Application within established time frame and electronically submits documents to the Court or other agencies. Manages workload under time constraints.
- Formats, proofreads and edits reports, petitions, letters, memorandums and other documents prepared by the probation officer, ensuring accuracy, and conformity to established format under established deadlines.
- Assists probation officer in generating verifications and information necessary from templates in the preparation of investigative reports submitted to the Court or other agencies under time constraints.
- Enters and updates client and case data into PACTS. Assists in the maintenance of electronic case files.
- Scans and uploads incoming mail/faxes into client electronic case file and PACTS. Distributes incoming mail to appropriate staff or offices. Utilizes and maintains mail meter machine and processes outgoing mail. Prepares shipment of archive case files to Federal Records Center.
- Transfers and receives case files to and from other districts.
- Assists probation officer in conducting criminal record checks through local and national law enforcement computer systems.
- Assists probation officer in assigning new investigations. Creates electronic case files in accordance with established case management procedures.
- Electronically transmits appropriate documents to the Bureau of Prisons and Sentencing Commission.
- Prepares travel payment vouchers in accordance to local/national policy.
- Performs other duties as assigned.

*Announcement  
Number: 14-28*

*Posted: November 24,  
2014*

*Closes: December 24,  
2014*

*Location: Detroit,  
Michigan*



U.S. District Court  
Eastern District of Michigan  
[www.miep.uscourts.gov](http://www.miep.uscourts.gov)  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 14-28 Probation  
Clerk

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## QUALIFICATIONS

Qualifications must be met at the time of application.

This position is a critical component to our organization's success and requires a self motivated person with a solid work ethic and excellent interpersonal skills. The successful candidate must excel in and enjoy working in a fast-paced, challenging work environment.

Required: High school graduation or equivalent with a minimum of two years of general experience. General experience is progressively responsible clerical, office, or other work in a professional office setting that indicates the possession of, the particular knowledge and skills needed to perform the duties of the position. For placement above the minimum, at least one year of specialized experience as defined below is required.

Specialized experience is progressively responsible clerical or administrative experience in a professional office setting 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: At least one year of specialized experience (as defined above ) in a professional office setting. An associates degree from an accredited college or university in a related field. Experience in a clerical support role in a Court setting within the last five years.

## Educational Substitution

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 may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

## PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### **An Equal Opportunity Employer**

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

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*More than the advertised number of positions may be filled with this announcement.*