



# CAREER OPPORTUNITY

## U.S. PROBATION DEPARTMENT, EASTERN DISTRICT OF MICHIGAN

### PROBATION CLERK SPECIALIST

The Theodore Levin  
United States  
Courthouse

231 W. Lafayette Blvd.  
Detroit, MI 48226

[www.miep.uscourts.gov](http://www.miep.uscourts.gov)  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Vacancy Number:**  
19-03

**Posting Date:**  
January 25, 2019

**Closing Date:**  
February 24, 2019

**Duty Station:**  
Detroit, MI

**Classification Level:**  
CL 24

**Starting Salary Range:**  
\$40,101- \$50,130

**CL 24 Salary Range:**  
\$40,101-\$65,174

**Number of Positions  
Available:**  
Up to Two

**Position Open to:**  
All qualified candidates

#### **The Mission of the Probation Department:**

The United States Probation Department for the Eastern District of Michigan is a component of the United States Courts. The department is responsible for community corrections. We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts. We are dedicated to enforcing Court ordered sanctions, minimizing risk to the public, and providing offenders with the opportunity for correctional treatment.

#### **How a Probation Clerk Specialist Supports the Mission:**

This position is located in the Probation Department in Detroit, Michigan, reporting directly to the assigned Supervising Probation Clerk. The employee provides specialized technical and administrative support to probation officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a supervising clerk and/or a probation officer. Work is generally 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.

The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron. Probation Clerk Specialists are currently located in Detroit, Ann Arbor, Bay City and Flint.

#### **Administrative Activity**

- 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.
- Assist probation 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. Enter data and information into the office's computerized database system.
- 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, following established practices and protocols. Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports prepared by officers.
- 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. Sends out urine samples as required.



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#### **Administrative Activity Continued**

- 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. Transfers and receives case files to and from other districts.
- Prepares travel payment vouchers in accordance to local/national policy.
- Perform other duties as assigned.

#### **Qualifications:**

Qualifications must be met at the time of application.

#### **Required:**

High school graduation or equivalent with a minimum of one year of specialized experience equivalent to work at the CL 23 level. To be considered for placement above the minimum, at least two years of specialized experience equivalent to work at the CL 23 level is required.

**Specialized experience** is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates 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 generations. 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.

#### **Preferred:**

- Specialized experience in a social services, community corrections setting, court and/or legal environment.
- Knowledge of Microsoft Office Suite, WordPerfect, and e-mail applications.

#### **Personal Attributes and Skills:**

The ideal candidate will:

- Possess good writing and communication skills.
- Possess sound ethics and judgment.
- Have the ability to organize and prioritize work assignments, work under pressure of short deadlines, and have the ability to work harmoniously with others in a team-oriented work environment.
- Be proficient in problem solving and identifying alternative solutions and possess the ability to make timely and effective decisions.

#### **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 **and include entire professional work history, adding additional pages if necessary**) to "apply@mied.uscourts.gov" 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.



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#### **Procedures for Applying Continued:**

Applicants who pass the basic skills assessment and meet the minimum qualifications will be considered for the next step of the selection process. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

#### **Local Benefits\*:**

Flexible/Alternate Work Schedules

Modern, On-site Fitness Center

Public Transit Subsidy Reimbursement Program

On-site Federal Occupational Nurse

Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

*\*when/where available*

#### **National Benefits:**

Generous Paid Time Off Program

Public Service Loan Forgiveness

Defined Benefit Pension Plan

Long-Term Care Insurance

Commuter Benefit Program

Work Life Services

Ten 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

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.*

*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.*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*