



**United States District Court
District of South Dakota
Probation and Pretrial Services Office**

VACANCY ANNOUNCEMENT 14-07

POSITION TITLE: Probation/Pretrial Services Clerk
POSITION TYPE: Regular, Full-time (40 hours per week)
LOCATION: Pierre, South Dakota
SALARY RANGE: CL 23/1 – CL 23/61 (\$31,343 - \$50,932)
STARTING SALARY: \$31,343 - \$38,852
OPENING DATE: Thursday, May 29, 2014
CLOSING DATE: 5 PM CST, Friday, June 13, 2014

The United States Probation Office in the District of South Dakota is accepting applications for a Probation/Pretrial Services Clerk in our Pierre office. This position includes both an operational and technical nature to ensure a smooth and efficient operation of the office and to support probation/pretrial officers in a wide range of areas. This is a visible position within the court and requires dedication, professionalism, flexibility, commitment, initiative, and discretion.

REPRESENTATIVE DUTIES

The Probation/Pretrial Services Clerk performs duties and responsibilities which include, but are not limited to the following:

- Formats and edits reports developed by officers, often within a short time period. Reports include presentence reports, pretrial services reports, violation reports, and preliminary interview reports for the court.
- Independently, or with direction, prepares petitions, orders, and papers essential to pretrial services, probation and parole supervision.
- Composes routine correspondence for officers such as letters, memoranda, recurring reports, and forms.
- Scans, organizes, and prepares new case files for officers' use in accordance with established case management procedures. Receives and transfers case files from other districts.
- Enters pretrial and supervision case file and statistical data into automated databases.
- Conducts criminal record checks through local or national law enforcement files.
- Assists officers in performing investigations for own and other districts by 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 case files, either from direct communication with client or from information provided by the officer.
- Maintains current balances on fine and restitution payments in the case file and keeps officer informed. Similarly, community service hours are logged and the officer is apprised.
- Directs persons reporting from prison or from court as to officer assignment and reporting procedures.
- Directs calls to the appropriate individual and answer routine questions based on knowledge of staff activities and program operations.
- Develop and maintain routine contact with U.S. District Court (CM-ECF), U.S. Attorney's Office, and U.S. Marshal's Service.
- Provide administrative assistance to managers, supervisors, and other staff as required.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent required.
- A minimum of two years general clerical or secretarial experience is required; experience to include, but not limited to, a good knowledge of office clerical practices such as telephone usage, data entry, record keeping, sorting and distributing mail, and filing.
- Demonstrated experience with technology such as word processing, preferably Microsoft Word.
- Customer service focus and ability to deal with a wide variety of people tactfully and courteously, both in person, in writing, and on the telephone.
- Ability to exercise sound judgment and to act with discretion and diplomacy.
- Strong organizational skills and experience in handling multiple workload demands.
- Accuracy and attention to detail.
- Selectee must be proficient in the use of basic office equipment and machines.

BENEFITS

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

ADDITIONAL INFORMATION

- Selected candidate will be subject to a background investigation, including an FBI fingerprint check.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Applicants must be U.S. Citizens or eligible to work in the United States.

APPLICATION PROCEDURES

Qualified individuals should submit an application package which includes:

- A letter of interest
- A current resume
- A completed AO-78 Application Form located at <http://www.uscourts.gov/Careers.aspx>

Applicant's package must be received by 5:00pm CST Friday, June 13, 2014, to be considered for this position. All application packages must be submitted in PDF format to the following address:

Nicole_Stadlman@sdd.uscourts.gov

The Probation & Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

**U. S. PROBATION AND PRETRIAL SERVICES, DISTRICT COURT OF SOUTH DAKOTA, IS
AN EQUAL OPPORTUNITY EMPLOYER**