

Career Opportunity

PROBATION CLERK DISTRICT OF SOUTH DAKOTA



Vacancy No.: 11-23

Number of Vacancies: 1

Location: Rapid City, SD

Salary: CL 23 – 24

\$37,357 - \$67,231

commensurate with experience

Employment: Permanent, full-time

Closing Date: Apply by 1/12/24 for full consideration. Open until filled.

BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities

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ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, two senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

ABOUT THE POSITION

The Probation clerk provides administrative support to managers and probation staff in a fast-paced work environment. Clerks assist with investigations, electronic document filing, performing record checks, and managing accurate electronic case files. The ability to handle competing priorities, maintain confidentiality, and continuously provide excellent customer service is required to successfully carry out the mission, vision, and values of the district.

In addition, the probation clerk serves as the first point of contact for visitors to the probation office and largely contributes to the operations of the office. The clerk assists with visitor inquiries, manages internal and external communications, and provides a high level of customer service both internally and externally. The incumbent must exhibit a positive demeanor and represent probation and pretrial services in a helpful, cooperative, and compassionate manner.

POSITION DUTIES AND RESPONSIBILITIES

- Maintains the chain of custody process accurately for urinalysis (UA) testing; manages the documentation process, records test results, and informs officers of results. Monitors and mails UA tests along with required documentation to laboratories for testing confirmation. Maintains an inventory of UA testing supplies, location monitoring equipment, and alcohol monitoring devices.
- With guidance, prepares orders, judgments, and other documents essential to pretrial, presentence, and post-conviction services.
- Composes routine correspondence for the office such as letters, memoranda, recurring reports, and forms.



How to Apply

Please submit the following:

- A one-page cover letter explaining how you have obtained and meet the minimum qualifications for this position.
- Resume that includes three (3) professional references
- Completed AO 78 Application for Judicial Branch Federal Employment
[Forms | United States Courts](#)
[\(uscourts.gov\)](https://uscourts.gov)

All documents must be emailed in PDF format with "Vacancy 11-23" in the subject line to recruitment@sdd.uscourts.gov.

Visit our employment site



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POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Scans, organizes, and prepares electronic 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 files and statistical data efficiently and accurately into the proper database.
- Conducts and writes narrative of criminal record checks through local or national law enforcement files.
- Assists officers in performing investigations; this may include ATLAS hits, CJIS, and/or credit reports.
- Assists in investigations related to employment, education, law enforcement, medical treatment, or military records by contacting various local, state, and national businesses and agencies to collect information.
- Makes entries to chronological records in case files, either from direct communication with clients or from information provided by probation officers.
- Electronically files reports with the U.S. District Court through the CM-ECF management system and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Participates in on-going training and development to enhance individual skillset and support the needs of the district.
- Establishes and maintains an open and honest working relationship with co-workers and external partnering agencies.
- Provides general clerical office support such as greeting and assisting visitors to the office in a friendly manner, documenting phone or verbal messages for officers, copying and distributing documents as requested, receiving, sorting, and distributing mail for the office, attending and participating in office meetings and workgroups, and managing a sufficient office supply inventory.
- Other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

- High school diploma or equivalent.
- Minimum two years general work experience.
- General work experience is defined as progressively responsible clerical or office experience that has provided an opportunity to gain the knowledge and skills to successfully perform duties such as those listed under Position Duties and Responsibilities.
- Post high school education may be substituted for general work experience on the condition that one academic year, or 30 credit hours, equals one year of general work experience. If using education substitution to qualify, it must be clearly documented on form AO 78 Judicial Branch for Federal Employment application.



SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Applicants selected for interview(s) must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the person selected for this position will be required to undergo criminal history check. Employment is considered provisional until the check is successfully completed. Employees are subject to updated background investigations every five years.

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MINIMUM QUALIFICATION REQUIREMENTS – Cont.

- The ability to communicate effectively, both verbally and in writing, with or without accommodation, and demonstrate excellent interpersonal skills.
- Previous experience working with Microsoft 365 products including Outlook, Word, Excel and Microsoft Teams, Adobe Acrobat, and web browsers such as Google Chrome and Microsoft Edge along with a willingness to learn new computer systems and programs as needed.
- Familiarity with general court processes and procedures preferred.

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity to fulfill the district's mission, vision, and values.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive work culture which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must always adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive reserves the right to select a candidate from the original applicant pool of the previous vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY
EMPLOYER AND COMPLIES WITH THE FAIR CHANCE TO
COMPETE ACT**

JUDICIARY BENEFIT DETAILS

Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- Optional TSP catch-up contribution for employees age 50+
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
 - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week

Time Off

- Annual leave
 - 0-3 years of service accrue 4 hours/pay period
 - 3-15 years of service accrue 6 hours/pay period
 - 15+ years of service accrue 8 hours/pay period
- Sick leave: accrue 4 hours/pay period with no limit cap
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- Bereavement Parental Leave: up to 2 weeks paid for loss of child
- Compensation time earned based upon employee classification level
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

Other Judiciary Benefits

- 10 different vision insurance plans
- 16 different dental insurance plans
- Flexible benefit health care reimbursement
- Flexible benefit dependent care reimbursement
- Paid employee parking
- Supplemental life insurance for spouse and children
- Accidental Death & Dismemberment (AD&D) insurance coverage
- Long-term care insurance
- Disability insurance
- Disability retirement (eligibility conditions apply)
- Professional liability insurance reimbursement
- Employee referral bonus
- Flexible scheduling/telework opportunities (eligibility conditions apply)
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- Hotel discounts via FedRooms.gov
- Continuing education and local/national training and informational opportunities:
 - Judiciary Online University virtual learning + monthly benefit webinars

In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- Optional continuation of life insurance coverage (eligibility conditions apply)
- Fully paid out unused annual leave hours
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

See the Total Compensation Estimator to see how the judiciary contributes to the benefits of every employee.