

United States Probation  
New York Eastern



**VACANCY ANNOUNCEMENT #15-02**

**Date:** December 15, 2014

**Position:** Administrative Assistant  
(Multiple positions may be filled from this vacancy)

**Term:** Temporary - with potential to become permanent

**Location:** 147 Pierrepont Street, Brooklyn, NY

**Classification:** Up to CL 24

**Salary:** Up to \$63,612 (depending on qualifications and experience)

**Closing Date:** Open Until filled (**First preference will be given to resumes received by December 31, 2014**)

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**DUTIES AND RESPONSIBILITIES:** Administrative Assistants assist law enforcement staff in all phases of administrative work in accordance with approved internal policies and procedures. The incumbent operates local/state/federal enforcement information retrieval systems to obtain criminal history of offenders; conducts case file reviews; completes various standard forms for submission to the Court; performs rotational reception coverage; discloses mail; maintains and updates case information in the Probation and Pretrial Services Automated Case Tracking System (PACTS) and in the department's 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 PACTS. Work is performed in an office setting, where persons with criminal backgrounds are usually present. Work outside of the normal business hours and occasional travel within the district may be required. Light to moderate lifting may be required

**REQUIRED QUALIFICATIONS:** Must be a high school graduate or equivalent. To qualify for CL-23, applicants must have two years of general experience. For CL-24, one year of specialized experience, including at least one year equivalent to work at the CL-23 level.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**SPECIALIZED EXPERIENCE:** 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.

**EDUCATIONAL SUBSTITUTION:** College education may be substituted for general experience.

**PREFERRED:** Experience in a clerical support role in a legal office or Court setting.

**APPLICATION PROCEDURE:** To be considered for this position, please submit a resume detailing your education and work experience with a cover letter. The cover letter should indicate the position you are applying for, and identify how your education and/or experience relates to the duties and responsibilities of the position.

**Resumes without cover letter will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States Probation (NY-Eastern)  
147 Pierrepont Street  
Brooklyn, New York 11201  
Attention: Human Resources  
Vacancy Announcement #15-02

**OR**

NYEP\_Human\_Resources@nyep.uscourts.gov

Emailed submissions must be in one of the following formats: WordPerfect (.wpd), Word (.doc), or Adobe Acrobat (.pdf).

**ALL APPLICANTS MUST BE U.S. CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES.**

**APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK.**

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.**