

January 2007
Position Announcement #07-01

NOTICE OF POSITION VACANCY
UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

The U.S. Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the temporary position of **Pretrial Services Clerk**. This position will be filled as permitted by current budgetary constraints. The term of the appointment may be less than but will not exceed one year and one day. In consideration of future budgetary conditions the court at its discretion may continue the temporary appointment or approve conversion to a permanent position.

DUTY STATION: Chicago, Illinois

CLOSING DATE: Open Until Filled

POSITION DESCRIPTION: A Pretrial Services Clerk provides clerical and administrative support to the staff of the U.S. Pretrial Services Office at its headquarters location.

STARTING SALARY: Classification Level 22 - \$24,951 - \$40,589
Classification Level 23 - \$30,910 - \$50,275

DUTIES AND RESPONSIBILITIES:

- * Serve as the office receptionist, greeting, screening and referring telephone callers and visitors;
- * Maintain both automated and hard copy files, logs and manuals;
- * Retrieve, photocopy, and route reports and other case file documents;
- * Prepare letters, memoranda, recurring reports and forms;

QUALIFICATION REQUIREMENTS: To qualify for this position the applicant must be a high school graduate or equivalent. For placement at salary levels above minimum up to and including step 25 (considering any court-preferred skills and an evaluation of the quality of any general experience), one or more years of general experience.

The general office experience should include 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. General office experience may include some of the following:

- * ability to type 60 wpm
- * skill in using personal computers and software applications, specifically, use of Windows XP and WordPerfect 12;
- * ability to communicate effectively in writing and orally;

- * good knowledge of office procedures, practices and processes;
- * extensive knowledge of proper grammar usage and the ability to edit efficiently;
- * general knowledge of the criminal justice system and legal terminology

In addition, the successful candidate should also possess the following:

- * ability to maintain confidentiality;
- * ability to work in a team setting;
- * ability to meet required deadlines, maintain tracking systems related to cases and maintain concentration despite interruptions;
- * Fluency in Spanish is helpful, but not required

EDUCATIONAL SUBSTITUTIONS: 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 9 months of experience). A Pretrial Services Office screening committee, composed of administrative and line officers, assists the court in screening and evaluating applicants.

BENEFITS: Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security system.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for grade increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

TO APPLY: Application must be made on government application form OF612. You must also complete the Declaration of Federal Employment form OF306. Application forms may be accessed on line through the GSA Standard and Optional Forms link at www.FedForms.gov. You may also request an application in person, by mail or telephone. Office contact information is noted below:

U.S. Pretrial Services Office
219 South Dearborn Street, Suite 15-100
Chicago, Illinois 60604-1706
312.408.7771 (Job Information Line)

Please return the completed application to the above address, Attention: Administrative Operations Supervisor. Applicants contacted for an interview will be given a written exercise.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER