

**NOTICE OF TEMPORARY POSITION VACANCY**

**UNITED STATES PRETRIAL SERVICES OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS**

The United States Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the temporary position of **Pretrial Services Technician**. The Pretrial Services Technician provides clerical and administrative support to the staff of the U.S. Pretrial Services Office at the headquarter location in Chicago. The term of the appointment may be less than but will not exceed one year and one day. This position will be filled as permitted by current budgetary constraints. 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:** October 15, 2008

**SALARY:** The current range for salary is CL 21 - 22

Classification level 21 \$20,581 - \$33,513

Classification level 22 \$25,873 - \$42,057

**PRIMARY DUTIES:**

- \* Provide general clerical and operational support including receptionist duties: answers and screens telephone calls, greets visitors, and receives/sends faxes, filing
- \* Maintain both automated and hard copy files, logs and manuals;
- \* Document imaging;
- \* Manage ingoing and outgoing mail
- \* Copy case file materials
- \* Assist with the maintenance of Administrative File case load and all associated duties
- \* Assist Data Quality Analysts (DQA's) with case file set-up
- \* Conduct criminal record queries
- \* Provide clerical support to officers as needed: filing, database searches, chronological entries
- \* Perform other administrative duties as assigned/needed

**QUALIFICATIONS:**

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 office 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
- \* skill in using personal computers and software applications, specifically, use of Windows XP, Excel 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

**EDUCATION SUBSTITUTIONS:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals 9 months of experience.

**TO APPLY:**

Application must be made on government application Optional Form OF612. You must also complete the addendum, Optional Form OF306. Application forms may be accessed on line through the GSA Standard and Optional Forms link at [www.FedForms.gov](http://www.FedForms.gov). Interested candidates should submit a letter of interest and current resume (two page limit) with the application to the attention of: Administrative Operations Supervisor - Confidential #08-02, U.S. Pretrial Services Office, 219 S. Dearborn Street, Suite 15-100, Chicago, IL 60604-1706. Only complete applications will be considered. School transcripts may be requested as part of the final selection process. Due to the volume of applications received, U.S. Pretrial Services will only communicate with those qualified individuals who will be interviewed. Applicants called for an interview will be given written skill exercises. Completed applications must be received by the close of business October 15, 2008.

U.S. Pretrial Services 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. Pretrial Services Officer may elect to select a candidate from the original applicant pool.

**NOTICE TO APPLICANTS:**

Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a background criminal record check before an employment offer is made. All new employees are subject to a one year probationary period from the date of hire. Direct Deposit is required for payment of compensation for employees. The courthouse is a smoke-free environment.

**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 program.
- 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.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**