

February 2005
Position Announcement #05-04

NOTICE OF TEMPORARY POSITION VACANCY

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

POSITION TITLE: **PRETRIAL SERVICES CLERK**

DUTY STATION: **CHICAGO, ILLINOIS**

STARTING SALARY RANGE : **CL 22 (\$23,620 - \$38,415 per year); actual starting salary depends on qualifications.**

CLOSING DATE: **Open until filled**

POSITION OVERVIEW: This temporary position is located in the Federal Pretrial Services Office in Chicago, Illinois. This position will be filled as permitted by current budgetary constraints. The term of appointment may be less than but will not exceed one year and one day. In consideration of future budgetary conditions the office at its discretion may continue the temporary appointment or approve conversion to a permanent position.

A pretrial services clerk provides clerical and administrative support to the staff of the U.S. Pretrial Services Office at its headquarters location. The duties of the pretrial services clerk include but are not limited to the following:

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

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 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 2000/XP and WordPerfect 10

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- ability to communicate effectively orally and in writing;
- 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 1 academic year (30 semester or 45 quarter hours) equals 9 months of experience.

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 history 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.

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- A minimum of 10 paid holidays per year.

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 Optional Form OF612. You must also complete the addendum, Optional Form OF306. Official school transcripts for colleges attended are required. You may request an application in person, by mail or by telephone from the Pretrial Services Office at the address/telephone number below.

U.S. Pretrial Services Office
219 S. Dearborn Street
Suite 15100
Chicago, IL 60604-1706

(312) 408 - 7771 (Job Information Line)

Application forms OF612 and OF306 may also be accessed on line through the GSA Standard and Optional Forms link at www.FedForms.gov.

Return the completed application to the above address, Attention: Chief Pretrial Services Officer. Applicants called for interview will be given a written exercise.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER