



Vacancy Announcement United States Probation and Pretrial Office Western District of Missouri

Position:	Probation Clerk
Position Number:	PR-10312016
Location:	Kansas City, Missouri
Starting Grade/Range:	CL24 (\$35,514 - \$57,702) (Promotional opportunity to a CL 25)
Opening Date:	October 31, 2016
Closing Date:	November 22, 2016

Overview of Position

The United States Probation and Pretrial Office for the Western District of Missouri is accepting applications from qualified candidates for a full-time Probation Clerk. This position is located in the Probation and Pretrial Office, and the duty station will be in Kansas City, Missouri. The Probation Clerk is primarily responsible for supporting the work of the officers and will also have receptionist duties.

This position reports directly to the Team Leader and performs, but is not limited to, the following duties:

- Formats, types, and edits reports developed by officers, often within a short time period.
- Independently prepares documents essential to pretrial, probation, supervised release and parole supervision.
- Prepares letters, memoranda, recurring reports and other forms.
- Assists officers in performing investigations for local and other districts by initiating verification forms.
- Scans and uploads monthly reports and documents for the officers into a database.
- Provides list of delinquent reports to officers and transmits letters to defendants/offenders.
- Receptionist duties include answering the telephone and greeting office visitors.

Qualifications

The candidate must possess a minimum of two years of legal and clerical experience. Knowledge and skill in the use of personal computers and software applications, including:

- Word, Excel, Adobe Acrobat and Internet Explorer.
- General knowledge of the criminal justice system, pretrial/probation procedures, sentencing guidelines and the supervision process is highly desirable.
- Proficient with proper grammar usage and ability to type and edit reports.
- Must be organized and be able to meet and track deadlines.
- Ability to communicate effectively (orally and in writing) to officers and those outside the court, without providing legal advice.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to work individually, as well as in a team environment.

Application Procedure

For consideration, qualified applicants must apply by sending a packet that contains a cover letter, detailed resume, AO 78 http://jnet.ao.dcn/sites/default/files/pdf/AO_078.pdf and three business references by November 22, 2016 to:

Michele Nelson
U.S. Probation Office
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106

Or via email: michele_nelson@mow.uscourts.gov