



## **Vacancy Announcement United States Probation Office Western District of Missouri**

Position: Administrative Assistant  
Position Number: PPTS092518  
Location: Kansas City, Missouri  
Starting Grade/Range: CL 23 (\$36,877 - \$54,123)  
Opening Date: September 25, 2018  
Closing Date: October 12, 2018

### **Overview of Position**

The United States Probation Office for the Western District of Missouri is accepting applications from qualified candidates for a full-time Administrative Assistant. This position is located in the Probation Office and the duty station will be in Kansas City, Missouri. The Administrative Assistant provides office reception duties in accordance with internal policies and procedures, and provides administrative support to probation officers in a wide range of areas, including preparing form documents and correspondence, conducting online record checks and creating and maintaining case files. This position reports directly to the Team Leader and performs, but is not limited to, the following duties:

- Receptionist duties include answering the telephone and greeting office visitors.
- Independently prepares documents essential to probation and parole supervision and presentence investigations.
- Prepares letters, memoranda, recurring reports and other forms.
- Assists officers in performing investigations for own and other districts by initiating verification forms.
- Scans and uploads documents into a database.
- Provides list of delinquent reports to officers and transmits letters to clients.

### **Qualifications**

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

- Word, Excel, Lotus Notes, Adobe Acrobat and Internet Explorer.
- General knowledge of the criminal justice system and probation and parole procedures, sentencing guidelines and supervision process is highly desirable.
- Proficient with proper grammar usage and ability to type and edit reports.
- Must be organized, 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.

### **Benefits**

Employees of the United States Courts are entitled to benefits including leave program and periodic salary increases, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability),

Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts), Retirement System and Thrift Savings Plan participation (with up to 5% employer matching contributions). This position is subject to mandatory electronic direct deposit of salary payment. This position is required to work Monday – Friday, 8 hours a day in the office and is not eligible for a flex, compressed or WAH schedule.

### **Application Procedure**

For consideration, qualified applicants must apply by sending a PDF or Word file containing a cover letter, detailed resume, three business references and an AO78 application form (see link below) by October 12, 2018 to:

Michele Nelson  
U.S. Probation Office  
Charles Evans Whittaker Courthouse  
400 East 9th Street, Room 1510  
Kansas City, MO 64106  
Email: [michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

### **Miscellaneous**

The successful candidate will be hired provisionally, pending the results of a FBI Background Investigation. The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Michele Nelson in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case by case basis.

Applicants must be United States citizens or eligible to work in the U.S. Travel for a personal interview and relocation expenses will not be reimbursed. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.