



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

Position:	Probation Clerk
Position Number:	PR-12272021
Location:	Springfield, Missouri
Starting Grade/Range:	CL24 (\$38,694 - \$62,904)
Promotional Opportunity:	CL 25 (\$42,747 - \$69,462)
Opening Date:	December 27, 2021
Closing Date:	January 14, 2022

### **OVERVIEW OF POSITION:**

The United States Probation and Pretrial Office for the Western District of Missouri is accepting applications from qualified candidates for 1 full-time Probation Clerk. This position is located in the Probation and Pretrial Office, and the duty station will be in Springfield, 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:

- Reviews and files reports developed by officers, often within a short time period;
- Independently prepares documents essential to pretrial, probation, supervised release and parole supervision and presentence investigations;
- Prepares and processes letters, memoranda, recurring reports and other forms;
- Assists officers in obtaining and verifying information for local and national investigations;
- Scans and uploads reports and documents for the officers into a database;
- 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, 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.

## **APPLICATION PROCEDURE:**

Qualified applicants must submit the following documents:

- A cover letter
- A detailed resume
- A complete AO 78 Application for Judicial Branch Employment.  
<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

To apply, email one PDF document to:

[michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov) by Friday, January 14, 2022