



Vacancy Announcement United States Probation Office Western District of Missouri

Position: Administrative Assistant
Position Number: PPTS03312025
Location: Springfield, Missouri
Starting Grade/Range: CL 24 (\$44,259 - \$71,932)
Opening Date: March 31, 2025
Closing Date: Open until filled (preference for those received by 4/25/2025)

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 in the Probation Office and the duty station will be in Springfield, 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.
- Assists officers in obtaining and verifying information for local and national investigations.

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, Outlook, 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.

Conditions of Employment

Selectee must pass a background check and be a United States citizen or meet Appropriations Act citizenship requirements for federal employment. (For non-U.S. citizens, please visit:

https://help.usajobs.gov/index.php/Employment_of_Non-citizens

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the Chief Judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts and Probation and Pretrial Services Office are part of the federal judiciary.

Benefits

The following benefits are available for this position:

- 11 Paid Holidays each calendar year
- Annual and Sick Leave
- Insurance Plans: Health, Dental, Vision, Life, Long-Term Care, Long-Term Disability and Flexible Spending Accounts
- Thrift Savings Plan (401k) (with up to 5% employer matching contributions)

APPLICATION PROCEDURE:

Qualified applicants must submit all the following documents, or they will not be considered:

- A cover letter;
- Your detailed resume;
- Completed AO-78 Application for Judicial Branch Federal Employment ([Application for Judicial Branch Federal Employment](#)); and
- Contact information for three professional references

Materials should be submitted to:

Michele Nelson, WDMO

Email: Michele_Nelson@mow.uscourts.gov