



**UNITED STATES PROBATION OFFICE
DISTRICT OF NEW JERSEY**

**VACANCY ANNOUNCEMENT
No. 2019-04**

POSITION: Administrative Assistant to the Chief Probation Officer

LOCATION: Newark, New Jersey

LEVEL/SALARY RANGE: CL 24 - CL 26 (\$41,968 - \$82,984)
*Depending upon qualifications and experience.
(If filled at a lower CL, may be promoted to the next classification level without further competition).*

OPENING DATE: February 19, 2019

CLOSING DATE: March 8, 2019

POSITION OVERVIEW:

The United States Probation Office for the District of New Jersey is seeking a highly-organized, motivated, and detailed individual for the position of Administrative Assistant to the Chief Probation Officer. The Administrative Assistant reports directly to the Chief Probation Officer. This position also provides a variety of administrative and technical assistance to ensure smooth and efficient management in the areas of procurement, budget and human resources.

REPRESENTATIVE DUTIES:

Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Serve as a liaison to judges' chambers, other court support units, other courts, U.S. Attorney's Office, Federal Public Defender's Office, members of the bar, as well as the Administrative Office and the Federal Judicial Center, on behalf of the Chief and Deputy Chiefs, as appropriate.

Perform administrative/clerical duties for Chief Probation Officer and Deputy Chief Probation Officers (typing, filing, editing, copying, receptionist, etc.). Prepare executive correspondence and other materials, from rough copy, or own notes, for the court unit executive's review and signature. Sign routine correspondence as authorized. Receive, review, sort and distribute mail and faxes for senior management and administration, and route intraoffice mail.

Maintain the Chief Probation Officer's and Deputy Chief Probation Officers' calendar and schedules, at times.

Arrange meetings or other events, including notification to participants and logistical coordination. Prepare materials for meetings and training. Work with other court units to arrange court-wide training.

Arrange for the most economical travel and lodging for the probation executives. Prepare Chief U.S. Probation Officer and Deputy Chief Probation Officers' travel vouchers.

Report matters regarding the office's physical needs, such as heating, cooling, lighting, and cleaning. Maintain office supplies and office equipment, arranging for service and repairs, as required.

Assist and provide back-up as needed to the:

- Budget and Procurement Specialist
- Human Resources Specialist

Maintain confidentiality in all matters of the Court and the Probation Office. Assess the urgency and importance of situations and take appropriate action.

Perform other job-related duties as needed and as assigned.

QUALIFICATIONS AND COURT PREFERRED SKILLS:

To qualify for the position of Assistant to the Chief Probation Officer at the CL 24 level, the incumbent must have a minimum of a high school diploma or equivalent and at least two years of general experience. To further qualify at the CL 25 level, the incumbent must also possess one-year of specialized experience including at least one-year equivalent to the work at the CL 24 level. To be considered for the CL 26 level, incumbent must also have one-year of specialized experience including one year equivalent to work at the CL 25 level. The incumbent must be punctual and maintain good time and attendance.

Generalized experience is defined as progressively responsible clerical, office or other work that demonstrates the possession of or the ability to acquire, the knowledge and skills needed to perform the duties of the position. This includes but is not limited to knowledge of professional office procedures, excellent customer service initiatives and excellent organizational, analytical, communication and interpersonal skills.

Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, and laws that involve the routine use of specialized terminology and automated software and equipment for work processing, data entry and report generation.

A bachelor's degree from an accredited college or university is highly desirable.

The Administrative Assistant to the Chief Probation Officer will be managing multiple responsibilities and will be interacting with Judges, the Chief Probation Officer, Deputy Chief Probation Officers, probation staff and the public. The successful candidate should demonstrate the following skills and proficiencies:

- Excellent organizational and detail-oriented skills.
- Ability to communicate professionally and with tact both orally and in writing.
- Ability to maintain confidentiality and handle sensitive matters in a professional manner.
- Ability to handle multiple priorities and follow up on pending/outstanding tasks as assigned.
- Exhibit good analytical skills and exercise sound judgment when faced with difficult situations.
- Proficiency in Microsoft 365, WORD, Excel and lotus notes email.
- Ability to proactively aid Chief Probation Officer and Deputy Chief Probation Officers in the management of the office.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. A background investigation including fingerprints and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

EMPLOYEE BENEFITS:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
- Participation in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401k plan. Voluntary participation in the Federal Employee Health Benefits Program, Federal Employee Group Life Insurance Program, Federal Judiciary employee long-term care insurance, Flexible Spending Accounts (FSAs), the commuter benefits program, Employee Assistance Program (EAP), and work/life services.
- Up to 14 paid holidays a year.

APPLICATION PROCEDURE:

Applicants interested in this vacancy should submit a cover letter, resume and a completed AO78 Application for Judicial Branch Employment (which can be obtained from www.uscourts.gov) to the attention of:

Natividade Ribeiro, Human Resources Specialist
U.S. Probation Office
50 Walnut Street, Room 1001
Newark, NJ 07102
Announcement # 2019-04

E-mail versions may be submitted to: Natividade.Ribeiro@njp.uscourts.gov. All applications will be acknowledged.

SELECTION PROCESS:

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status. The time frame for submission of the letter will be determined by the Probation Office after the interview.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview and testing. The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the "Excepted Appointment" status and are considered "At-Will" employees.

The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

**THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY
IS AN EQUAL OPPORTUNITY EMPLOYER**