



# U.S. Probation Office Western District of Arkansas

## Vacancy Announcement 24-ARWD-08 Administrative Specialist

**Position Type:** Full-time, Permanent

**Duty Location:** Preferred location is Fort Smith, Arkansas

**Grade/Salary Range:** CL 25 (\$47,966 - \$77,966) Depending upon qualifications and experience. Promotion potential to CL 26 (\$52,831 - \$85,844) without further competition.

**Opening Date:** Thursday, October 3, 2024

**Closing Date:** Open until filled; preference given to applications received by 4:30 pm CST on Thursday, October 24, 2024

### POSITION OVERVIEW

The U. S. Probation Office for the Western District of Arkansas is seeking qualified applicants for the position of Administrative Specialist. The Administrative Specialist will provide administrative and clerical support to U. S. Probation Officers in a wide range of areas, including the supervision of low intensity caseload, coordinating with other agencies, inventory, and performing other job duties, as assigned. This is a non-law enforcement position.

### SUMMARY OF DUTIES

- Under the guidance and direction of an officer, supervise selected caseloads of defendants and/or offenders, which may include placing telephone calls and maintaining files and case records.
- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records.
- Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Assisting officers in performing investigations of all types (e.g., collateral, presentence, post sentence, etc.) and learning evidenced-based practices.
- Opens, closes, and updates information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research case records and enters information as appropriate. Screens forms completed by officers and request corrections as needed.
- Screens telephone calls and visitors, answers routine questions, aids as authorized and refers the person(s) to officers or to the appropriate agency based on knowledge of officers' activities and office operations, policy, and procedures.
- Conducting law enforcement and other record checks via various automated systems.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Receiving, screening, and routing incoming and outgoing mail to appropriate persons or offices, and processing mail requiring special handling
- Maintains, updates, and tracks paper and electronic files.
- Travel to divisional offices as needed.
- Provides general clerical office support.
- Performs custodial duties such as inventory of office equipment and records maintenance.
- Performs other duties as required.

## **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent and have one year of specialized experience.
- Excellent communication and interpersonal skills, both oral and written.
- Self-starter with demonstrated analytical and problem-solving skills and ability to exercise sound judgment.
- Must possess outstanding attention to detail and accuracy.
- Be innovative and creative and contribute to a positive work environment.
- Candidates must be highly organized, possess tact, good judgement, a strong work ethic, and always maintain a professional appearance and demeanor.
- This position requires exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity.
- Must be willing to pursue ongoing professional development.
- Demonstrated proficiency in problem solving, troubleshooting, and identifying alternative solutions.
- The successful candidate must be a team player and exhibit the highest standards of excellence and integrity, and display always and to all persons, a courteous, professional, and cooperative attitude.
- Advanced proficiency using Microsoft Office applications, Adobe Acrobat, and project management applications.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in an academic field of study such as criminal justice, criminology, psychology, sociology, human relations, business, education, English, or public administration is preferred.
- Two years of general clerical or administrative work experience. Direct work experience (specialized experience) related to the processing of legal documents such as in a law office, a court in judicial system or financial institution is highly desirable.

\*Specialized experience is defined as 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, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be a U.S. citizen or be eligible to work in the United States. The applicant selected will be subject to an FBI fingerprint check and background investigation and will be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly). Judiciary employees serve under excepted appointments and are considered "at will." Employees are required to adhere to the Code of Conduct for Judicial Employees, which can be found at [www.uscourts.gov](http://www.uscourts.gov).

## **BENEFITS**

A career with the U.S. Government provides employees with a comprehensive benefits package. Federal employees and their families have access to a range of benefits that are designed to make your federal career very rewarding. Federal benefits include paid vacation and sick leave, 11 paid holidays per year, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court's flexible benefits program. Please visit <http://www.uscourts.gov/careers/benefits> for additional information.

## **BACKGROUND INVESTIGATION REQUIREMENTS & The Fair Chance to Compete Act (FCA)**

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. This position is not covered under the FCA. Therefore, candidates will be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, "Application for Employment" is mandatory.

## **APPLICATION PROCEDURES**

Qualified applicants should submit a complete packet consisting of:

1. Letter of interest that clearly outlines how your skills, education, and experience as it relates to the job duties.
2. Current and detailed resume.
3. Names and contact information of three professional references.
4. Completed Application for Judicial Branch Federal Employment (Form AO-78). This form may be downloaded from the U.S. Courts website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. References will be contacted for finalists only after permission is obtained from candidates. Email your complete packet to: [Kara Pittman@arwd.uscourts.gov](mailto:Kara.Pittman@arwd.uscourts.gov) (single PDF document preferred). Please reference the vacancy announcement number and title in the subject of the email. Incomplete packets will not be considered.

The court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable timeframe of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

**The United States District Court for the Western District of Arkansas is an  
Equal Employment Opportunity Employer and values diversity in the workplace.**

[www.arwd.uscourts.gov](http://www.arwd.uscourts.gov)