

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA
PROBATION OFFICE**

MANUEL A. JIMENEZ
Chief U.S. Probation Officer

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Deputy Chief U.S. Probation Officer

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WILLIAM J. GREEN FEDERAL BUILDING
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PHILADELPHIA, PA 19106-1679
215-597-7950



SATELLITE OFFICES

EDWARD N. CAHN FEDERAL BUILDING
504 W. HAMILTON STREET, 1st FL
ALLENTOWN, PA 18101
610-434-4062

THE GATEWAY BUILDING
201 PENN STREET, 1ST FL
READING, PA 19601
610-320-5253

VACANCY ANNOUNCEMENT

*The United States Probation Office for the Eastern District of Pennsylvania is accepting internal applications for the position of **Receptionist/Intake Clerk**.*

VACANCY:	#26-09
POSITION:	Receptionist/Intake Clerk Full-Time/Temporary (not-to-exceed a year and a day)
POSITION LOCATION:	Philadelphia, PA
OPEN DATE:	August 21, 2026
CLOSING DATE:	Until Filled
GRADE RANGE:	CL 23 (\$44,458 to \$72,320); salary commensurate with qualifications

This position may become permanent (without further competition), and with potential for promotion to CL 24 (\$49,256 - \$80,059), subject to the needs of the agency and incumbent's development.

POSITION OVERVIEW:

The U.S. Probation Office for the Eastern District of Pennsylvania encompasses nine counties and consists of three offices. The probation office is headquartered in Philadelphia and has two divisional offices in Reading and Allentown. The vacant position is available in the Philadelphia office.

The Probation Receptionist/Intake Clerk provides office reception in accordance with internal policies and procedures and provides administrative support to probation officers in a wide range of areas, including offender/defendant intake, preparing form documents and correspondence, conducting online record checks, and creating and maintaining case files. The incumbent performs a variety of duties, including distributing mail, answering phones, greeting visitors, and receiving, filing, and maintaining files for the Probation office.

The appointment will be for one year and a day with the possibility of an extension or to become a permanent position. This is a full-time, temporary position from which future positions may be filled.

REPRESENTATIVE DUTIES:

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route all duty calls to duty officers and maintain a tally of calls per duty officer.

- Inform individuals reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise individuals reporting for the first time regarding officer assignment and basic initial procedures.
- Prepare petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates, notes, and dictation. Type and edit presentence reports developed by officers.
- Record chronological entries.
- Gather case statistics and provide information to the data quality analyst/specialist.
- Create new investigative files at the direction of probation officers and maintain up-to-date files in accordance with established office policies and procedures.
- Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers and/or management.
- Assist with conducting online criminal record checks through local or national law enforcement systems.
- Receive, prioritize, and route all incoming materials from court or outside agencies to appropriate individuals in the office. Accept, screen, and deliver incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling.
- Provide administrative support for the drug testing program.
- Perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent, plus have two years of general experience to qualify for Classification Level 23, Step 1. Salary placement above Step 1 is granted at the discretion of the Chief U.S. Probation Officer.

Generalized Experience:

Progressively responsible customer service, clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of reception and 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.

Substitutions:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience. Excess specialized experience may be substituted for required general experience.

Court Preferred Skills, Education, and Experience

- Specialized experience within the legal or criminal justice field is highly desirable.
- Proficiency in the use of Microsoft 365 products, Microsoft Windows, and Adobe is preferred.

- An associate degree or higher from an accredited college or university in Paralegal Studies, Secretarial Science, or similar area related to the duties of the position preferred.
- Knowledge or experience relating to the challenges associated with offender reentry and/or evidence-based practices is highly desirable.

BENEFITS:

Employees of the United States District Court serve under “Expected Appointment” and are considered “At-Will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Paid annual and sick leave
- Eleven (11) paid federal holidays
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan
- Health benefits under the Federal Employees’ Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees’ Group Life Insurance Program (FGLI)
- Participation in Pre-Tax Flexible Spending Accounts
- Dental and Vision insurance options under the Federal Employees’ Vision and Dental Insurance Program (FEDVIP)

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>.

How to Apply

Qualified candidates should submit one complete applicant packet which includes: (1) a letter of interest, (2) current/detailed resume, (3) a Declaration for Federal Employment Form (OF306), and (4) a completed Application for Judicial Branch Federal Employment (AO78).

The OF306 Form and AO78 Application can be downloaded from the U.S. Probation Office website [here](#).

All documents should be submitted as a single PDF document including VAC#26-09 in the subject line to:
PAEPdb_ProbationMail@paep.uscourts.gov

Information for Applicants

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited to interview. Only qualified applicants will be considered for this position. Final candidate(s) will be subject to a complete background investigation, including fingerprints. The background investigation will include, but is not limited to: prior employment records, criminal records, motor vehicle records, and credit reports. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior notice.

The United States Probation Office for the Eastern District of Pennsylvania is an Equal Opportunity Employer and values diversity in the workplace.