

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

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**VACANCY ANNOUNCEMENT**

*The United States Probation Office for the Eastern District of Pennsylvania is accepting applications for the position of **Administrative Assistant***

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<b>Vacancy:</b>	<b>#24-05</b>
<b>Position:</b>	<b>Administrative Assistant</b> Full-Time/Temporary (not-to-exceed a year and a day)
<b>Position Location:</b>	<b>Philadelphia, PA</b>
<b>Open Date:</b>	<b>May 6, 2024</b>
<b>Closing Date:</b>	<b>Open until filled.</b>
<b>Grade Range:</b>	<b>CL 23 (\$43,149 - \$70,145); salary commensurate with qualifications</b>

This position may become permanent (without further competition), and with potential for promotion to CL 24 (\$47,773 - \$77,699), subject to the needs of the agency, budget considerations, and incumbent's development.

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**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.

Administrative Assistants provide clerical and administrative support to probation officers in a wide range of areas, including preparing form documents and correspondence, conducting online record checks, creating and maintaining case files, distributing mail, answering phones and greeting visitors and clients.

**Representative Duties**

- Formats, types, and edits reports developed by officers. Prepares petitions, letters, notices, and other correspondence, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation. Prepares probation and court documents.
- Organizes and prepares new case files for officers' use in accordance with established case management procedures. Makes entries to chronological records in supervision case files. Maintains, updates, and tracks paper and electronic files; makes copies and delivers documents to

staff. Scans, copies, files, stamps, and locates files and documents as it relates to our district's Document Imaging Policy.

- Open, close, and update information in computerized records, including the Probation Automated Case Tracking Systems (PACTS).
- Conducts criminal record checks through local or national law enforcement files.
- Prepares and maintains investigative files and enters data into case tracking system.
- Electronically submits appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers.
- Performs receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Accepts and reviews monthly supervision reports for completeness in the absence of the officer at his/her discretion.
- Receives, prioritizes, and routes all incoming materials from within the court to appropriate individuals in the office. Receives, screens, and routes incoming and outgoing mail to appropriate persons or offices; processes mail requiring special handling.
- Process travel and expense reimbursement documents.

### **Minimum Qualification Requirements**

Applicants must possess 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 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 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 Office products, Adobe, and Windows 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.

## 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 Probation website [here](#).

All documents should be submitted as a **single** PDF document including VAC#24-05 in the subject line to: [PAEPdb\\_ProbationMail@paep.uscourts.gov](mailto: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 for interview. Only qualified applicants will be considered for this position. Final candidate 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. United States Citizenship is required for consideration for this position. 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 before the closing date, any of which may occur without prior notice.

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