

Announcement of Position Vacancy

UNITED STATES PRETRIAL SERVICES
DISTRICT OF NEW JERSEY



Position: **Administrative Support Clerk**
Position Type: Full-Time / Permanent
(One Year Probationary Term)
Vacancy Number: 20-06
Location: Newark, New Jersey
Date Posted: October 1, 2020
Closing Date: October 16, 2020
Salary Range: CL-23 \$39,976 - \$64,976
*Beginning Classification and Steps will vary depending on qualifications and experience.
Salary progression based on acceptable performance.*

Position Overview:

The Pretrial Services Administrative Support Clerk provides office reception in accordance with internal policies and procedures. The incumbent will provide administrative support to pretrial services officers in a wide range of areas, including preparing form documents and correspondence, conducting online record checks and creating and maintaining case file information. Additional responsibilities include providing support to the agency's location monitoring unit.

The primary focus of the job is to contribute to the smooth and efficient operation of the office by properly handling and referring telephone calls and visitors, preparing correspondence and forms and assisting the location monitoring unit. Pretrial Services Administrative Support Clerks represent the first impression of the agency to visitors and callers and set the tone for future interactions with the office. Errors in judgement or discretion can lead to incorrect or improper information being disseminated. Responding to competing priorities, maintaining confidentiality, and handling visitors and callers tactfully is essential to providing quality service in a courteous and efficient manner.

Organizational Relationship:

An Administrative Support Clerk reports to a Supervisory or Senior United States Pretrial Services Officer.

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 unit.
 - Inform defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise defendants reporting for the first-time regarding officer assignment and basic initial procedures.
 - Prepare and deliver various correspondence. Record chronological entries. Enter and modify location monitoring schedules via web-based interface.
 - Create new investigative files at the direction of pretrial services officers and maintain up-to-date files in accordance with established office policies and procedures. Scan and upload pertinent case file materials at the direction of pretrial services officers.
 - Assist with conducting online criminal record checks through local, state and national law enforcement systems.
 - Perform other related duties as required.
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Competencies (Knowledge, Skills and Abilities):

- Skill in properly referring/routing telephone calls, visitors and hand-delivered documents. Skill in spelling, grammar and proofreading. Ability to file, extract and re-file case documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skill in organizing own work with little oversight.
 - Ability to apply pretrial services policies, procedures, practices and guidelines. Ability to quickly learn the practices and procedures used in the location monitoring unit.
 - Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound judgment and ethics.
 - Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds, including law enforcement personnel, court personnel, attorneys, defendants and the general public; to provide customer services and information while complying with regulations, rules and procedures.
 - Knowledge of software and typing for word processing, data entry, email and computers. Skill in using multi-line telephone system efficiently and in a timely matter. Skill in using standard office equipment (telephone, copiers, scanners, fax machines). Ability to learn how to use an automated/internet-based system to enter and modify location monitoring schedules and conduct record checks.
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Minimum Qualifications:

- Possession of a high school diploma or G.E.D. from an accredited school is required.
 - An ability to effectively communicate orally and in writing is needed.
 - The ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision, is a desired characteristic in addition to being detail-oriented with strong organizational skills.
 - Dependability, with the ability to work beyond traditional office hours is required.
 - The incumbent must exercise sound judgment and maintain confidences.
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Preferred Skills:

- Preferred skills include fluency in Spanish or other languages.
 - Enrollment or completion of an advance degree or certification.
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Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
 - A background investigation including fingerprint, criminal record check and credit check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.
 - This position will have a one-year probationary term.
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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 the Federal Employees Retirement System and in a tax-deferred Thrift Savings Plan (TSP)—similar to a 401K plan.
 - Participation in the Federal Employee Health Benefits Program.
 - Participation in the Federal Employee Group Life Insurance Program.
 - Optional enrollment in the Federal Judiciary Employee long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.
 - Up to 10 paid holidays a year.
 - Mandatory electronic direct deposit of salary payment.
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Application Process:

Anyone wishing to apply should submit the following to Administrative Specialist Colleen O'Donnell via email (colleen_odonnell@njpt.uscourts.gov) no later than close of business Friday, October 16, 2020:

1. A letter of interest indicating the skills and competencies that you believe you possess that will match the needs of our Agency.
2. An updated resume.
3. A completed OF-612 "Optional Form for Federal Employment"
(<http://federalgovernmentjobs.us/forms/of612.pdf>)

The selection process will include a review of submitted material, as well as a panel interview.

Due to the volume of applications received, U. S. Pretrial Services will communicate with only those qualified individuals who are selected for an interview.

Pretrial Services 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. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

U. S. PRETRIAL SERVICES FOR THE DISTRICT OF NEW JERSEY
IS AN EQUAL OPPORTUNITY EMPLOYER

JONATHAN P. MULLER, CHIEF
United States Pretrial Services Officer
October 1, 2020