

Career Opportunity

PROBATION CLERK



U.S. District Court

District of South Dakota

www.sdp.uscourts.gov

Announcement #: 06-21

Number of Vacancies: 1

Location: Rapid City, South Dakota

Salary: CL 23 (\$34,945 - \$56,790) eligible for promotion without further competition

Employment: Regular, full-time

Closing Date: Open until filled; priority consideration given to applications received by 8/9/2021

The District of South Dakota

The U.S. District Court, District of South Dakota consists of federal court chambers, clerk's office, and probation and pretrial services office. We serve three active district judges, three senior district judges, and three full-time magistrate judges.

U.S. Probation and Pretrial Services headquarters are in Sioux Falls, with divisional offices in Aberdeen, Pierre, and Rapid City. Additional satellite offices are in Mission, Winner, Kyle, Eagle Butte, Timber Lake, and McLaughlin.

ABOUT THE POSITION

The probation clerk is frequently the first point of contact for visitors to the probation and pretrial services office; the clerk largely contributes to the smooth and efficient operation of the office by cordially responding to visitor inquiries, managing internal and external phone calls and emails, and communicating professionally with all customers and probation staff.

The probation clerk provides administrative support to managers, probation officers, and officer assistants in a fast paced, evidence-based work environment with frequent interruptions. The clerk must exhibit a positive demeanor and represent probation and pretrial services in a helpful, cooperative, and compassionate manner. The clerk assists with investigations, electronic document filing, conducting record checks, and preparing and maintaining electronic case files. Managing competing priorities effectively, maintaining confidentiality, and providing excellent customer service are essential in this position to successfully carry out the mission, vision, and values of the district.

BENEFITS

The U.S. District Court offers a competitive benefits package which includes:

- Vacation time accrual up to 104 hours per year; accrual increases with tenure
- Sick time accrual up to 104 hours per year with no limit cap
- Eleven paid holidays per year
- Agency-subsidized federal employee health insurance plans
- Dental and vision plans
- Group life insurance plans
- Flexible spending account options
- Federal Employee Retirement System (FERS) participation
- Optional Thrift Savings Plan (TSP) participation with agency match

POSITION DUTIES AND RESPONSIBILITIES

- Formats and edits reports, often required within a short period of time, while ensuring consistency and accuracy. Reports may include presentence reports, pretrial services reports, violation reports, or preliminary interview reports for the court.
- Maintains the chain of custody process accurately for urinalysis (UA) testing; manages the documentation process, records test results, and informs officers of results. Monitors and mails UA tests along with required documentation to laboratories for testing confirmation. Maintains an inventory of UA testing supplies, location monitoring equipment, and alcohol monitoring devices.
- With guidance, prepares orders, judgments and other documents essential to pretrial, presentence, and post-conviction services.
- Composes routine correspondence for the Office such as letters, memoranda, recurring reports, and forms.
- Scans, organizes, and prepares electronic case files for officers' use in accordance with established case management procedures; receives and transfers case files from other districts.
- Enters pretrial and supervision case file and statistical data efficiently and accurately into the applicable database.
- Conducts criminal record checks through local or national law enforcement files.
- Assists officers in performing investigations; these may include ATLAS hits, CJIS, and/or credit reports.
- Contacts various local, state, and national agencies to collect and record information to assist in investigations.
- Makes entries to chronological records in case files, either from direct communication with clients or from information provided by the officer.
- Electronically files reports with the U.S. District Court through the CM-ECF management system and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Provides general clerical office support such as greeting and assisting visitors to the office in a friendly manner, documenting phone or verbal messages for officers, copying and distributing documents as requested, receiving, sorting, and distributing mail to the office, attending and participating in office meetings and workgroups, and managing a sufficient office supply inventory.
- Participates in on-going training and development to enhance individual skillset and support the needs of the district.
- Establishes and maintains an open and honest working relationship with co-workers and external partnering agencies.
- May be asked to perform additional duties and/or projects as assigned.

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive work culture which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

CONDITIONS OF EMPLOYMENT

- Judiciary employees must adhere to the Code of Conduct for Judicial Employees at all times.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicants must be a U.S. citizen or eligible to work in the United States.

KNOWLEDGE, SKILL, AND EDUCATION REQUIREMENTS

- High school diploma or equivalent
- Minimum of two years general work experience
 - General work experience* is defined as progressively responsible clerical or office experience that has provided an opportunity to gain the knowledge and skills to successfully perform duties such as those listed in the *Position Duties and Responsibilities*;
 - *Education at a post high school level may be substituted for general work experience on the basis that one academic year, or 30 credit hours, equals one year of general work experience. If using education substitution to qualify, it must be clearly documented on the Judicial Branch for Federal Employment AO 78 application.
- The ability to communicate effectively, verbally and in writing, and demonstrate excellent interpersonal skills
- Previous experience working with Microsoft 365 products to include Outlook, Word, Excel and Microsoft Teams, Adobe Acrobat, and Google Chrome along with the willingness to learn new computer programs as needed
- Familiarity with general court processes preferred.

APPLICATION INSTRUCTIONS

To receive priority consideration, applicants must submit the following by 5:00 pm CST on Monday, August 9, 2021:

- 1) A completed AO 78 Judicial Branch for Federal Employment application, found on <http://www.uscourts.gov> under *Court Forms*;
- 2) A current resume to include at least three (3) professional references;
- 3) A one-page cover letter explaining how you obtained and meet the experience requirements listed under *Knowledge, Skill, and Education Requirements*.

All documents should be emailed in PDF format with "Vacancy 06-21" in the subject line to Brooke Richards at: brooke_richards@sdd.uscourts.gov.

Incomplete application packages will not be considered.

THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER

The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive has the right to select a candidate from the applicant pool of the original vacancy announcement.