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# UNITED STATES PROBATION & PRETRIAL SERVICES

Northern District of Oklahoma



## VACANCY ANNOUNCEMENT (FY # 21-11)

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**POSITION TITLE:** United States Probation/Pretrial Services Administrative  
Assistant (Full-Time/Permanent)

**LOCATION:** Tulsa, Oklahoma

**OPENING DATE:** June 4<sup>th</sup>, 2021

**CLOSING DATE:** June 18<sup>th</sup>, 2021

**START DATE:** To Be Determined

**ANNUAL SALARY:** CL 24/1-CL 24/25 (\$38,694-\$48,378)  
(Depending on qualifications & experience)

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## **INTRODUCTION**

The United States Probation Office for the Northern District of Oklahoma is a combined district responsible for all pretrial, presentence, and post-conviction functions for the United States District Court. The district is comprised of eleven counties in Northeastern Oklahoma. The office is located in Tulsa, Oklahoma.

## **POSITION OVERVIEW**

The Probation and Pretrial Services Administrative Assistants provide specialized technical and administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer.

## **SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.
- Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Process all mail and route to the appropriate staff member.
- Perform all other duties as assigned

## **QUALIFICATIONS:**

To qualify for this position, the incumbent must have one year of specialized experience.

### **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

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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.

## **REQUIRED COMPETENCIES:**

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices. Knowledge of the practices and procedures used in probation/ pretrial services processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system, particularly as it relates to federal Probation and Pretrial Policies and Procedures.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information Center). Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve unusual problems for resolution, or referral to probation/pretrial officers. Ability to organize and prioritize work.
- Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately.

### **Judgment and Ethics**

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate soundethics and judgment.

### **Written and Oral Communication/Interaction**

- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to establish rapport with contacts at collateral agencies for the purpose of collecting information regarding offenders/defendants.

### **Information Technology and Automation**

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to use computer software and database systems to perform record checks. compile criminal history information, and similar activities.

### **Primary Job Focus and Scope**

- The primary focus of this job is to collect and compile varied and technical

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information to support probation/pretrial services officers who are investigating and supervising defendants and offenders. The incumbent's performance of administrative-related tasks frees up the Officers and Officer Assistants for more high-level tasks directly involved with defendants.

### **Work Environment and Physical Demands**

- Work is generally performed in an office setting, where persons with violent backgrounds are usually present.

### **GENERAL INFORMATION:**

- Open to all qualified applicants.
- Applicants must be U.S. citizens or eligible to work in the United States and have a valid driver's license.
- Work generally performed in an office setting.
- Incumbent may have contact with persons with violent backgrounds.

### **BENEFITS:**

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees, such as:

- Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service
- A minimum of ten (10) paid holidays per year
- Mandatory participation in the federal retirement system and social security program
- Optional participation in the federal health insurance program of your choice
- Optional vision and dental programs are offered
- Optional participation in the flexible spending program for health and childcare
- Optional participation in a group life insurance program
- Retirement - Basic Benefit (FERS employees)
- Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay

When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration.

### **HOW TO APPLY:**

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The application packet consists of:

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- Cover letter
  - Resume (two-page maximum)
  - AO78, Federal Judicial Branch Application for Employment (click [here](#))

Please email the entire packet as one attachment in PDF format with “Vacancy #21-11-P” in the subject line to:

[okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov)

**Only electronic applications will be accepted.**

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. Due to the volume of applications received, U.S. Probation Office will only communicate with those qualified individuals who will be interviewed.

**NOTICE TO APPLICANTS:**

The U.S. Probation Office requires employees to adhere to a Code of Conduct which is available for review at [www.uscourts.gov](http://www.uscourts.gov). The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw this announcement, or to fill the position sooner than the closing date without prior notice.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKPLACE.**

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