



## **UNITED STATES PROBATION OFFICE Northern District of Oklahoma**

**POSITION TITLE:** Receptionist  
(Full-Time/Permanent)  
**DUTY STATION:** Tulsa, Oklahoma  
**OPENING DATE:** June 1, 2021  
**CLOSING DATE:** June 11, 2021  
**START DATE:** To be determined  
**ANNUAL SALARY:** CL 23/1 – CL 23/25 (\$34,945-\$43,683)  
(Depending on experience, education, and qualifications)

### **INTRODUCTION:**

The Receptionist position reports directly to the Probation Support Supervisor. This position provides office reception in accordance with internal policies and procedures, and provides administrative support to probation officers in a wide range of areas, including preparing form documents and correspondence, conducting online record checks, and creating and maintaining case files.

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

- 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 offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations.
- Advise offenders/defendants 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.
- Gather case statistics and provide information to data quality analysts, per office policy.
- Create new investigative files at the direction of probation officers and maintain files up-to-date.

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- Scan urinalysis logs and monthly treatment reports.
- Upload offender pictures into PACTS database.
- Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers.
- Assist with conducting online criminal record checks through local or national law enforcement systems.
- Perform other related duties as required.

### **QUALIFICATIONS:**

- Two years progressively responsible clerical or office work or other related work experience.
- High school diploma or equivalent.

### **COURT- PREFERRED SKILLS, EDUCATION, AND EXPERIENCE:**

- Skill in managing a multi-line phone system.
- Skill in filing and knowledge of filing requirements.
- Skill in spelling, grammar, proofreading.
- Ability to follow detailed instructions and multitask.
- Ability to learn and apply probation policies, procedures, practices and guidelines.
- Must be familiar with using Windows-based software applications and Microsoft Office
- Experience in the legal field or social service organizations is preferred.
- Advanced education is preferred.

### **GENERAL INFORMATION:**

- 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

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- 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:**

The application packet consists of:

- 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 #21-09” 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.**