



UNITED STATES PROBATION AND PRETRIAL SERVICES  
WESTERN DISTRICT OF WASHINGTON

## ADMINISTRATIVE ASSISTANT

**ANNOUNCEMENT NUMBER** 17-WAW-30

**ANNOUNCEMENT DATE** September 13, 2017

**CLOSING DATE** October 1, 2017

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for the position of Administrative Assistant. Administrative Assistants provide support to federal law enforcement officers in a wide range of areas to support the mission of the agency. The successful candidate must be responsible, flexible, and able to work collaboratively in a professional environment that requires discretion, confidentiality and maturity.

There are five offices within the Western District of Washington (Seattle, Tacoma, Tukwila, Everett, and Vancouver). This position is located in the Probation and Pretrial Services office in the U.S. District Courthouse in Tacoma, Washington, with occasional travel within the district.

**REPRESENTATIVE DUTIES**

- Organizes, prepares, and maintains case files for officers' use; enters supervision case file and statistical data into automated databases;
- Retrieves records from criminal records databases;
- Assists with transition to a paperless environment;
- Answers telephones; greets visitors and clients, referring them to appropriate staff persons;
- Processes incoming/outgoing mail and electronic notifications / documents;
- Other duties as assigned.

**QUALIFICATIONS**

Candidates must have a high school diploma or equivalent and a minimum of two years progressively responsible administrative or clerical experience. Experience in a court or related legal field is preferred. Knowledge of Word is desired.

- Proven experience in handling multiple workload demands, including frequent interruptions;
- Strong computer skills and the ability to type at least 65 w.p.m.;
- Excellent written skills: editing, spelling, punctuation, grammar;
- Ability to take initiative and work without direct supervision;
- Ability to communicate information in an accurate, timely, and discreet manner with a wide variety of people tactfully and courteously, both in person and on the phone;
- Accuracy and attention to detail;
- Ability to exercise sound independent judgment and maintain strict confidentiality;
- Ability to work well under stress;
- An attendance record that indicates reliability and commitment.

<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:</p> <p>CL23, Step 1 – 61, \$35,134 - \$57,124  CL24, Step 1 – 61, \$38,901 - \$63,277</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p><b>BENEFITS</b></p>	<p>The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Qualified applicants should submit a <u>cover letter and resume</u> to:</p> <p>Human Resources (#17-WAW-30)  U. S. District Court  700 Stewart Street, Suite 2218  Seattle, WA 98101  or via e-mail (Word or Acrobat .pdf format) to:  <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p>