



**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF WEST VIRGINIA  
VACANCY ANNOUNCEMENT/POSITION OVERVIEW**

**POSITION:** UNITED STATES PROBATION CLERK

**DUTY STATION:** Clarksburg, West Virginia

**STATUS:** Full-time

**STARTING SALARY RANGE:** CL 23, Step 1 to CL 23, Step 61(\$33,086 - \$53,783 annually)  
Starting salary to commensurate with educational background and experience, and subject to availability of funding.

**OPENING DATE:** December 20, 2018

**CLOSING DATE:** Open until filled.

**ANNOUNCEMENT NO:** 2019-03

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The U.S. Probation Office for the Northern District of West Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Clerk in the Clarksburg Office.

**DUTIES AND RESPONSIBILITIES:**

The Probation Clerk position will provide office assistance and support to probation officers in accordance with approved internal procedures and policies. This position will include duties of both an operational and technical nature to ensure the smooth and efficient operation of the office and to support probation officers in a wide range of areas. A Probation Clerk performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Formats, types, proofreads, and edits reports developed by officers, often within a short time period. Reports include presentence reports, pretrial services reports, violation reports, and any other investigative reports, etc. for the Court.
- Performs reception duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepares reports, form letters, notices and other correspondence using templates and forms. Assists with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates and notes.
- Prepares, maintains, updates and tracks paper and electronic files. Makes copies and

delivers documents to staff. Assists staff with scanning, copying, filing, stamping and locating files and documents. Performs data entry functions. Generates standard reports from databases and computerized systems. Tracks statistics and data.

- Receives, prioritizes and routes all incoming materials from the Court to appropriate individuals in the office. Receives, screens and routes incoming and outgoing mail to appropriate individuals in the office; processes mail requiring special handling and provides outside messenger service.

## **QUALIFICATIONS:**

- **Citizenship:** Applicant must be a U. S. citizen.
- **Job Requirements:**
  - Applicants must have a high school diploma or equivalent.
  - The successful candidate must have at least two years of progressively administrative/clerical experience that involved:
    - Excellent clerical and organizational skills, ability to communicate well with others and demonstrate the ability to work in a team environment;
    - Recurring application of administrative policies, procedures and practices;
    - Skill in spelling, grammar and proofreading, and preparation of various forms, documents, correspondence and reports;
    - Maintenance of file and tracking systems;
    - Dealing with a variety of people tactfully and courteously in person and on the phone;
    - Use of automated software applications (Microsoft Word and Excel, Adobe Acrobat, Lotus Notes, etc.) and office equipment for scanning, copying and faxing.
- **Preferred Qualifications**
  - A Bachelor's degree from an accredited college or university is preferred.
  - Legal and/or court experience.
- **Background Investigation:** Conditions of employment for a United States Probation Clerk include acceptable reference check and successful completion of a background check. Candidates selected for this position will be hired provisionally pending the outcome of the background check. An unsatisfactory background check may result in termination of employment.

## **BENEFITS:**

Benefits include participation in the Federal Employees' Retirement System (FERS) which contributes to the Social Security Retirement Program. Participation in the Federal Employees' Health Benefits, Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employee matching contributions), Flexible Benefits, and Long Term Care Programs is available. A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service; and paid sick leave (accrual of 4 hours per pay period).

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay (i.e., Direct Deposit).

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

### **APPLICATION PROCEDURE:**

To apply for this position, applicants must submit in one PDF file:

- a letter of interest and resume
- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (Can be downloaded from <http://www.uscourts.gov/forms/human-resources-forms> or the form may be requested via email at [kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov))

All documents listed above should be submitted to:

Kelly Fry  
United States Probation Office  
P. O. Box 248  
Wheeling, WV 26003  
or via email [kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov)

### **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses are the responsibility of the individual selected to fill the position. Divisional offices within the Northern District are located in Wheeling, Clarksburg, Elkins and Martinsburg, West Virginia.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**