



**UNITED STATES PROBATION OFFICE  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

**VACANCY ANNOUNCEMENT #16-05**

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**Position Title:** Probation Services Assistant  
**Type of Appointment:** Full-Time/Permanent  
**Location:** Oklahoma City, Oklahoma  
**Opening Date:** March 31, 2016  
**Closing Date:** April 14, 2016  
**Salary Range:** CL 24 (\$35,470 - \$57,631)

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**POSITION OVERVIEW:**

The primary function of this position is to provide support through the administration of the district's low-risk administrative caseload, and inactive caseload. In addition, the selected candidate will complete various investigations and other officer support activities, and all other duties as assigned.

**REPRESENTATIVE DUTIES:**

- Administer the district's low-risk administrative caseload. Activities may include, but are not limited to, reviewing monthly supervision reports, completing and reviewing required records checks, all PACTS work associated with the opening and closing of cases, monitoring payment of criminal financial penalties, conducting financial investigations as needed, working the U. S. Attorney's Financial Litigation Unit, processing travel requests and preparing reports to the court. The Probation Services Assistant will work cooperatively with a Supervisory U. S. Probation Officer as needed for the assignment of activities requiring direct defendant/offender contact to a U. S. Probation Officer.
- Administers the district's inactive caseload. Activities can include, but are not limited to, processing collateral law enforcement requests, conducting and reviewing records checks, conducting and/or initiating investigations and preparing reports for the court.
- Provide back-up assistant to the district's Probation Support Technicians as needed.
- Perform other such duties as required.

**QUALIFICATIONS:**

The successful candidate must have at a minimum a high school diploma or equivalent. A Bachelor's Degree is preferred. Candidates must have two years of specialized experience to include use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Candidate also must have excellent organizational skills, and demonstrated ability to work in a team environment, to be effective in both oral and written communication, and to handle multiple projects and tasks at one time. Applicants must be U. S. citizens or eligible to work in the United States.

**BENEFITS:**

Position is eligible for health and life insurance, leave, retirement benefits, participation in the Thrift Savings Plan and the judiciary's supplemental benefits.

## **CONDITIONS OF EMPLOYMENT:**

The court requires employees to adhere to the Code of Conduct of Judicial Employees. Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the court. The probation office will complete an investigation of criminal records, motor vehicle records, credit reports and employment checks for candidates being considered for employment. The selected applicant will be hired provisionally pending the successful completion of an FBI fingerprint and background investigation. Use of Electronic Funds Transfer (direct deposit) is mandatory for payment of compensation.

## **HOW TO APPLY:**

Qualified persons must submit a letter of interest outlining qualifications and skills, a resume, official transcript for any education above high school level and an AO-78, Application for Judicial Branch Federal Employment. (To obtain the AO78 application form, go to [www.OKWP.uscourts.gov](http://www.OKWP.uscourts.gov).)

Application materials may be mailed or hand delivered to:

U. S. Probation Office  
Attn: Beth Cospier  
Human Resources - Vacancy #16-05  
215 Dean A. McGee, Room 201  
Oklahoma City, Oklahoma 73102

Faxed or e-mailed documents will not be accepted.

Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

**The U. S. District Court is an Equal Opportunity Employer**