



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA
VACANCY ANNOUNCEMENT**

**No. 2017-12
Tampa, Florida**

Administrative Assistant

Starting Salary CL24 - \$36,026 - \$45,056 *

Opens: July 10, 2017 **Closes:** July 28, 2017

* Based on experience and qualifications. Promotional potential to CL 25 without further competition will be based on performance and funding.

Introduction:

The U.S. Probation Office for the Middle District of Florida is seeking an organized and enthusiastic individual. The Administrative Support Specialist is located in the headquarters office of the Probation Office and provides administrative support for procurement, property management, finance, and administrative projects as assigned.

Our district is progressive and values team learning and shared experiences. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

Representative Duties:

- Performs high-level administrative duties such as, managing the district's GSA fleet cars, to include, tag renewals; maintenance; reviewing and paying monthly fleet bills; and requesting and replacement vehicles.
- Routinely performs financial duties such as processing invoices for payment and other financial transactions using judiciary's automated financial tracking systems (JIFMS). Maintains administrative records and documents pertaining to the account.
- Performs data entry and reconciles reports; creates and maintains computerized logs for various financial processes.
- Assists with disposal of government assets.
- Assists with creating purchase orders, travel authorizations, and processing travel.
- Performs other clerical/administrative task in support of the Chief Unit Executive.
- May serve as receptionist on a rotational basis.

Minimum Qualification and Experience:

Associate degree or above. Minimum of 2 years of experience at a progressively responsible administrative level which demonstrates the particular knowledge, skills and abilities to perform the duties of this position. The position requires the incumbent to be versatile and present a professional demeanor, possess strong organizational, analytical, and oral/written communication skills.

The candidate should demonstrate work experience which shows progressively responsible clerical and professional office duties and a job history that indicates longevity and dependability.

The ability to think logically, research matters, solve problems and manage time effectively is a must.

Desirable Personal Characteristics:

The ideal candidate will demonstrate personal characteristics that include: a professional demeanor, integrity, a strong work ethic, and the ability to maintain confidentiality.

In addition, the candidate should be adaptable, and show strong attention to details, possess excellent written and verbal communication skills, and be self-motivated, flexible and tactful when working under pressure in a team environment.

This position will require the successful candidate to exercise mature judgment and work independently with minimal direction or management oversight.

Demonstrates reliability and punctuality.

Conditions of Employment:

The successful candidate will be hired provisionally, pending the results of an FBI 10-year background investigation and a subsequent favorable suitability determination.

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- Supplemental dental and vision benefits
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Retirement benefits under the Federal Employees Retirement System (FERS)
- TSP (similar to a 401K)
- Minimum of 10 paid holidays
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

Application Procedure: Candidates must submit a cover letter detailing relevant and qualifying experience, application, and resume to:

U.S. Probation
HR Manager (#2017-12)
3036 S. Falkenburg Road
Riverview, FL 33578

To obtain a copy of the application, paste this link into your browser address bar.

<http://www.flmp.uscourts.gov/sites/flmp/files/application.pdf>

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without any prior written or other notice.

Due to the volume of applications received, receipt of individual applications will not be acknowledged. Only the most qualified applicants will be contacted for an interview. Persons selected to interview will be required to travel at their own expense. Incomplete applications will not be returned, retained, or considered.