



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

**No. 2017-03  
Tampa, Florida**

**Program Contract Administrative Assistant**

CL 25 - \$39,796 - \$64,718

**Opens:** February 12, 2017 **Closes:** March 3, 2017

**Introduction:**

The Middle District of Florida currently has twenty-six U.S. District Judges (thirteen of whom are senior Judges), and eighteen Magistrate Judges. Geographically, the district covers thirty-five counties from the Georgia border on the northeast to south of Naples on Florida's southwest coast. There are five divisional offices located in Tampa, Jacksonville, Ocala, Orlando, and Fort Myers, and satellite offices in Cocoa and Sarasota.

Our district is a progressive district that 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.

**Position Overview:**

The incumbent will assist the Supervisory Probation Officer assigned to Treatment Services on a variety of functions, including contract review and administration, payment processing, monitoring and auditing ensure compliance with contract requirements.

**Representative Duties:**

- Assists the treatment service manager during the formal contracting cycle. Participates in the solicitation of vendors for SA, MH and SO contracts proposals. Prepares the Blanket Purchase Agreement (BPA) for the Request for Proposals and accompanying solicitation paperwork. Assists with the review of proposals.
- Assists with negotiating noncompetitive purchase orders, to include, the completion of the packets and the timely submission of all necessary paperwork.
- Assists with BPA oversight, including program performance, by conducting vendor monitoring visits. Provides technical assistance to providers and assesses services to ensure compliance with contract provisions.
- Work closely with budget analyst to ensure that funding and expenditure information is accurately entered into JIFMS. Creates and maintains spreadsheet of expenditures on a monthly basis for all vendors. Disseminates spreadsheet to management staff as appropriate. Collaborates on the planning, execution and management of the district's

treatment budget.

- Reviews and reconciles treatment invoices. Monitors the accurate submission of billing documents to ensure the appropriate disbursement of funds. Enters the data into PACTS, runs validation reports for each invoice, and enters the data into JIFMS for final invoice payment. Sends notice to vendors advising of all invoice adjustments.
- Provides training to officers and vendors and assist with treatment meetings.
- Performs routine clerical duties: such as drafting correspondence, data entry, filing, scanning, and ordering supplies.
- Performs other duties as the deemed necessary.

**Minimum Professional Qualification Requirements:**

To qualify for the position of Program Contract Administrative Assistant the applicant must have a high school diploma or equivalent and a minimum of two years of clerical or administrative experience and one year of specialized experience.

Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office.

A Bachelor's degree is preferred.

**Personal Characteristics and Qualifications:**

The applicant should have experience working in a team environment and possess strong work ethic. The applicant should also possess strong organizational and analytical skills.

The successful candidate must be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and provide training.

The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day to day behavior.

Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.

**Conditions of Employment:**

The successful candidate will be hired provisionally, pending the results of a background investigation which includes FBI fingerprint check.

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

Work is performed in an office setting. Travel will be required to other offices in the district and vendor locations. Work may require some contact with persons who may have violent backgrounds.

**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

**How to Apply:**

Application Procedure: Candidates must submit a cover letter, application, and resume. 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>

Application packet should be mailed to:

U.S. Probation  
HR Manager (#2017-03)  
3036 S. Falkenburg Road  
Riverview, FL 33578

**Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.**

Applicants selected for interviews must travel at their own expense. Relocation expenses are not reimbursable.