



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

VACANCY ANNOUNCEMENT

No. 2018-12

Tampa, Florida – Timberlake Annex

OPENS: May 31, 2018

CLOSES: Until filled

(Preference will be given to applications received by June 15, 2018)

DUTY STATION:

Tampa, Florida

POSITION:

Probation Support Specialist

SALARY RANGE:

\$33,086 - \$58,794 (CL 23/1 - CL 24/61)*

*Commensurate with salary history in the judiciary and experience. This is a career ladder position with promotional potential to a CL 24 based on performance and budget.

Position Overview:

U.S. Probation for the Middle District of Florida is recruiting for Support Specialist to provide a variety of technical and administrative duties in support of the office.

Representative duties:

- Performs criminal history record searches of databases, record results, analyzes printouts, and determines if supporting documentation is required.
- Assists probation officers in compiling criminal histories; conduct online credit and criminal record checks through local, state and national databases and with collateral agencies and collect supporting documentation
- Contacts various local, state, and national law enforcement and regulatory agencies to conduct inquiries, collect, and record information to assist with investigations.
- Performs data entry functions into the office's computerized database system. Generates standard reports from databases and computerized systems.
- Prepares and updates electronic case files and reports, investigation and supervision, at the direction of supervisor and in accordance with established policies and practices. Formats, types, and proofread/edit documents prepared by officers.
- Ensures statistical information is accurately reflected in the case management system when a case is opened and closed and in various entries occurring throughout the pendency of a case. Audits paper case files before closing to ensure that all necessary documents have been scanned and entered in the client's electronic case file.
- Serves as administrator for various systems (issue password, resets, and updating system as necessary).
- Monitors the Bureau of Prison's (BOP) offender release report and takes appropriate actions.

Education & Experience:

High School Diploma or equivalent and two years of clerical/general experience. Knowledge and experience with Microsoft Word and working in a database is preferred.

Personal Characteristics and Skills:

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance, demeanor, and strict confidentiality at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, strong work ethic, and be accountable.

Candidates must have excellent customer service skills. The position requires exceptional skills in a wide-range of computer applications, e.g., Microsoft Office, Adobe, and database; excellent understanding of English grammar, along with good proofreading and editing skills; strong office and organizational skills.

The ability to work in a fast-paced and deadline driven environment, and the ability to work both independently and as part of a team is a must.

Conditions of Employment:

The selectee will be subject to a background investigation to include an FBI fingerprint check.

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

Work is performed in an office setting, where persons with violent backgrounds are usually present. Travel maybe required to other offices in the district and to other locations.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- 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, 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/application1v2.0.pdf>

Application packet should be mailed to:

U.S. Probation
HR Manager (#2018-12)
3036 S. Falkenburg Road
Riverview, FL 33578

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.