



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

VACANCY ANNOUNCEMENT

**No. 2017-13
Tampa, Florida**

OPENS: July 10, 2017

CLOSES: Until filled

(Preference will be given to applications received by July 28, 2017)

DUTY STATION:

Tampa, Florida (more than one position maybe filled from this announcement)

POSITION:

Probation Support Specialist

SALARY RANGE:

\$32,538 - \$57,631 (CL 23/1 - CL 24/61)*

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

Position Overview:

The Support Specialist performs a variety of administrative and clerical duties in support of the office.

Representative duties: Duties will vary depending on the duty station.

Processes documents to the Court, Bureau of Prisons, Sentencing Commission, and other agencies. Assists in assigning new investigations.

Formats, proofreads and edits reports, petitions, letters, memorandums and other documents prepared by the probation officer. Drafts routine correspondence.

Creates, updates, and organizes case files; both electronic and paper form. Initiates and enters statistical information in the agency's automated case management system (PACTS). Audits paper case files before closing to ensure that all necessary documents have been scanned and entered in the client's electronic case file.

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.

Retrieves and copies files for court personnel, attorneys, and others when necessary. Prepares and ships records for archiving and retrieves records when required.

Receives, scans and uploads incoming mail/faxes into client electronic case file and PACTS. Distributes incoming mail to appropriate staff or offices.

Performs frontline customer service and other administrative duties as assigned. Collects and delivers mail/documents to other agencies in close proximity to the office. Utilizes and maintains mail meter machine and processes outgoing mail, prepares travel vouchers.

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, 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/application.pdf>

Application packet should be mailed to:

U.S. Probation
HR Manager (#2016-13)
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.