

CAREER OPPORTUNITY



AhaThe United States Probation and Pretrial Services Office District of New Mexico

Vacancy Announcement No. 12-04
February 3, 2012

POSITION		
Administrative Support I - Temporary Position, assignment ends 9/30/2012		
LOCATION		
District of New Mexico, Las Cruces Office		
CLASSIFICATION LEVEL		CLOSING DATE
CL 23 (\$31,009 - \$50,462) Depending on qualifications and experience		Open Until Filled
POSITION OVERVIEW		
<p>The United States Probation and Pretrial Services Office is currently accepting applications for an Administrative Support I position for the Las Cruces office. This is a full-time temporary position with no benefits provided. Employment may be extended depending on budget projections, allocations, and/or work flow. Preference will be given to those candidates whose experience includes a working knowledge of probation or legal services.</p> <p>Representative Duties:</p> <ul style="list-style-type: none"> ▶ Perform receptionist duties by greeting visitors/clients in person and on the telephone, answer routine questions, and directing visitors/callers to the appropriate person or department ▶ Screens and routes incoming mail and prepares outgoing mail for delivery ▶ Makes copies of documents for distribution or filing ▶ Files documents and case files ▶ Delivers and picks up documents and distributes faxes ▶ Maintains district inactive caseload (openings, closings, records checks, law enforcement notification and monitors warrant status) ▶ All other support duties as deemed necessary by management in order to provide office efficiency ▶ Adheres to all human resource's policies and the Code of Conduct for Judicial Employees 		

QUALIFICATIONS:

The minimum requirements for consideration are as follows:

- ▶ High school graduate or equivalent.
- ▶ Two years general clerical or office experience. This is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

The successful applicant must:

- ▶ Possess good multi-tasking skills and have strong interpersonal/verbal communication skills.
- ▶ Be a team-player and flexible in a changing environment.
- ▶ Possess good computer skills, utilizing word processing and database applications.
- ▶ Maintain confidentiality and practice good work ethics.

Preferred qualifications include:

- ▶ Preference will be given to those candidates with higher education.
- ▶ Preference will be given to those candidates whose experience includes a working knowledge of probation or legal services.

Applicants will be screened for these qualifications and the best qualified will be tested for clerical skills and may be invited for a personal interview.

INFORMATION FOR APPLICANTS:

- ▶ The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice. This job announcement may involve filling more than one position described herein. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.
- ▶ The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprint submission and a credit bureau check. Offer of employment is contingent upon successful completion of these checks.
- ▶ Mandatory electronic deposit of salary payment.
- ▶ The successful candidate's appointment will be considered temporary (a year and a day), pending completion of the background investigation and probationary period. Upon completion of the investigation and probationary period, the temporary status may be removed.
- ▶ Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants to review upon request.
- ▶ Due to the volume of applications received, the United States Probation office will only communicate to those individuals who will be tested or interviewed for open positions.
- ▶ Travel for interview and relocation expenses will not be paid.
- ▶ Applicants must be U.S. citizens or eligible to work in the United States.

APPLICATION PROCEDURE:

Applicants must submit an application (AO 78 - Application for Judicial Employment), letter of interest, and resume.

Applications must be submitted via U.S. MAIL to:

**Anita L. Chávez
Chief United States Probation Officer
333 Lomas NW, Suite 170
Albuquerque, NM 87102
Attention: Carla Tafoya, HR Department**

Failure to submit the entire packet will result in disqualification.

For additional information about the United States Probation and Pretrial Services Office, view our website at www.nmcourt.fed.us/pbdocs/

**The United States Probation and Pretrial Services Office
is an Equal Opportunity Employer.**