

CAREER OPPORTUNITY



THE UNITED STATES PROBATION OFFICE DISTRICT OF NEW MEXICO

Vacancy Announcement #12-01
January 5, 2012
Amended

POSITION		
Administrative Support I		Temporary FT OR PT
LOCATION		
Albuquerque, NM		
CLASSIFICATION LEVEL		CLOSING DATE
CL 22 Step 1 (\$12.03 per hour)		Open Until Filled
POSITION OVERVIEW		
<p>This position is located in the U.S. Probation Office, Albuquerque Division. Administrative support positions provide office assistance in accordance with approved internal procedures and policies. This position provides a variety of administrative and technical assistance to ensure the smooth and efficient management of the office.</p> <p><u>Representative Duties:</u></p> <ul style="list-style-type: none"> ▶ Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. ▶ Receive, prioritize, and route all incoming materials from with the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and process mail requiring special handling. ▶ Assist staff with scanning, copying, filing, and locating files and documents. ▶ Assist with organization of file rooms, copy rooms, and general office space. ▶ Assist with file maintenance and archiving. ▶ Other duties as assigned. 		

- ▶ Must presently be participating in a BA or graduate program at an accredited college or university.
- ▶ Must be a legal resident of the United States.
- ▶ Must not use illegal drugs or abuse alcohol.
- ▶ Applicant must undergo a criminal history check and be approved by the Chief Probation Officer.
- ▶ Must have professional office attire.
- ▶

BENEFITS

Benefits do not accompany this position.

INFORMATION FOR APPLICANTS

- ▶ This position is re-evaluated every semester to determine need and to ensure incumbent is participating in a baccalaureate or graduate program as required.
- ▶ Mandatory electronic deposit of salary payment.
- ▶ Employees of the United States Probation Office are Excepted Appointments and not included in the government's competitive service classification system. Positions are covered by the Court Personnel System.
- ▶ The U.S. Probation Office will not pay for travel expenses incurred while traveling to interview.
- ▶ 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.

APPLICATION PROCEDURE:

Applicants must submit an application (AO 78 - Application for Judicial Employment on our website @ www.nmcourt.fed.us), letter of interest, resume.

Failure to submit the entire packet will result in disqualification.

Applications may be submitted via U.S. Mail to:

**Anita L. Chávez
Chief U.S. Probation Officer
333 Lomas NW, Suite 170
Albuquerque, NM 87102
Attn: Carla Tafoya, Human Resources**

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

The United States Probation is an Equal Opportunity Employer