

CAREER OPPORTUNITY



**THE UNITED STATES PROBATION AND PRETRIAL
SERVICES OFFICE
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 6-22
July 2, 2006**

POSITION	
Administrative Assistant to the Probation Officer I (AAPO)	
LOCATION	
Roswell, New Mexico	
CLASSIFICATION LEVEL	CLOSING DATE
CL 23 Typical starting salary \$28,095 per annum based on F/T Appointment	7/14/2006 Close of Business
POSITION OVERVIEW	
<p>The United States Probation and Pretrial Services Office is currently accepting applications for the Administrative Assistant to the Probation and Pretrial Services Officer I (AAPO) position for the Roswell, New Mexico divisional office.</p> <p>Representative Duties:</p> <ul style="list-style-type: none"> ▶ Maintains/monitors both the inactive case load and the compliance caseload, referring all activity to the probation and pretrial services officer for any action required. ▶ Initiates the opening of new supervision cases including: organizing files; updating Probation/Pretrial Automated Case Tracking System (PACTS) entries; notifying offenders; executing the FBI flash and performing NCIC checks; calculating Risk Prediction Index (RPI) scores; verifying financial balances and notifying the probation officer of any problems or issues. ▶ Monitors all offenders under supervision using the "filestop" program, follows-up on any "hits" for photocopying and distribution. ▶ Monitors Monthly Supervision Reports for changes of address, employment records, police contact or late reports, and enters pertinent information in the offender chronological records and updates PACTS. ▶ Conducts six-month case review record checks and other record checks as necessary. ▶ Completes transfer of jurisdiction requests. ▶ Adheres to all human resource's policies and the Code of Conduct for Judicial Employees. 	

QUALIFICATIONS

The minimum requirements for consideration as an Administrative Assistant to the U.S. Probation and Pretrial Services Officer I (AAPO) are as follows:

- ▶ High School Graduate or Equivalent
- ▶ Two years progressively responsible clerical, office, or other work that indicates the progression of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of an AAPO.

Following initial review of application, only qualified applicants will be selected for further screening consisting of tests to measure analytical and communicative skills. Successful completion of these tests will be followed by an oral interview session.

BENEFITS

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are covered by the Court Personnel System.

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year.
(Part-Time employees accrue annual and sick leave on a pro-rated basis)
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan
- Eligible for private long term disability plan options
- Credit for prior government service

INFORMATION FOR APPLICANTS

- ▶ The successful applicant must possess good multi-tasking management skills, have very strong interpersonal/verbal and written communication skills. Applicant must be a team player and flexible in a changing environment. Attention to detail is critical.
- ▶ 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.
- ▶ Due to the volume of applications received, the United States Probation and Pretrial Services office will only communicate to those individuals who will be tested or interviewed for open positions.
- ▶ The U.S. Probation and Pretrial Services Office will not be responsible for expenses associated with travel for interviews or relocating the successful candidate.

APPLICATION PROCEDURES:

Applicants must submit an application (AO 78 - Application for Judicial Employment), letter of interest, and resume. Applications may be received via U.S. Mail, email (donna_dysinger@nmcourt.fed.us), fax, or can be hand delivered.

Failure to submit the entire packet will result in disqualification.

**Anita L. Chávez
Chief U.S. Probation Officer
200 E. Griggs
Las Cruces, NM 88001
Attention: Donna Dysinger, HR Department
donna_dysinger@nmcourt.fed.us
(505)528-1582
Fax: (505) 528-1585**

For additional information on 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