



## UNITED STATES DISTRICT COURT Central District of California

### *United States Probation and Pretrial Services Office*

**Date:** February 2<sup>nd</sup>, 2022  
**Position Title:** Probation and Pretrial Services Administrative Assistant  
**Classification Level:** CL 24/25 (\$45,557 - \$81,829) – Depending on Experience  
**Closing Date:** Open Until Filled  
**Vacancy No.:** #22-27  
**Locations (Vacancies):** Los Angeles, Santa Ana, Riverside and other locations (Multiple)

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#### OVERVIEW OF THE POSITION

The United States Probation and Pretrial Services Office, Central District of California is currently seeking an exceptional individual for our Administrative Assistant to the Probation and Pretrial Services Officer position for our Los Angeles, Santa Ana and Riverside courthouses, but may also be assigned to branch offices located within the district. This position will assist probation and pretrial services officers in case preparation and management of defendants and offenders.

#### REPRESENTATIVE DUTIES

- Oversee, monitor and process duty accounts (i.e. Intake, PC/PTS, N-Fax), and follow established procedures and protocols. Ensure all required statistical entries are recorded, tracked and uploaded for access by agency and other court unit personnel.
- Prepare and compile criminal histories/profiles, running record checks through local, state and national databases and files, conducting inquiries with collateral agencies and community service agencies, collect verifiable and supportable documentation, and perform similar activities to assist other court staff. Monitor defendant/offender financial payments and community service hours.
- Enter and obtain data and information from the agency's computerized database system (i.e. Chronological Record, PACER, CLETS, ATLAS, PACTS, etc.). File, maintain and document chronological information received throughout the investigation.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding defendants/offenders, following established practices and protocols.
- Open and process Pretrial, Presentence and Post-Conviction disclosures. Process judges' correspondence and enter violation and supervision progress report investigations under established procedures, protocols and timelines.
- Ensure proper procedures and protocols are completed throughout the Pretrial, Presentence and Post-Conviction process. Communicate frequently with officers of any unusual circumstances that may require immediate action.
- Monitor Pretrial new arrests.
- Where applicable, may assist office or officers with non-English speaking defendants/offenders, family members and witnesses in translating, including translating documents and correspondence.
- Assist with general office coverage duties such as, but not limited to, filing, copying, scanning, processing mail, data entry, reception duties and general clerical work.

- Complete a mandatory 20 hours annually of work-related training; attends seminars and workshops to enrich and develop additional job skills.
- Perform general office duties such as, but not limited to, general reception and clerical duties.
- Perform other representative duties as assigned.

### QUALIFICATIONS

Must be a United States citizen or eligible to work in the United States. Applicants must be a high school graduate or equivalent. Two-year college degree or equivalent strongly preferred. Minimum of one year of administrative experience. Must have exceptional organization skills with attention to detail. Must be able to take initiative and work independently. Strong writing, analytical and decision-making skills. Strong interpersonal skills in communicating with various internal and external individuals, and establishing and maintaining good relationships with outside contacts. Strong knowledge and skills in use of personal computers and software applications to prepare reports and correspondence. Thorough knowledge of office procedures, practices, processes and telephone etiquette. Excellent knowledge of English grammar, spelling, and editing. Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines, and maintain tracking systems related to cases. Experience with the criminal justice system and/or bilingual in Spanish or other pertinent language is a plus.

### BENEFITS

Federal employees have a wide variety of medical plans from which to choose. Options for health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts are offered. Participation in the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE). Up to 5% matching on retirement savings (401k equivalent). Generously accrual of paid time off and 11 federal holidays.

### INFORMATION FOR APPLICANTS

The U.S. Probation and Pretrial Services Office requires employees to adhere to a Code of Conduct. The final candidate will be subject to a background investigation by law enforcement agencies. The Federal Financial Reform Act requires direct deposit of federal wages for employees. Due to the volume of applications received, we will only be able to respond to those individuals who will be considered for the position.

Proof of COVID-19 vaccination will be requested of the candidate selected for this position

**Please submit cover letter and resume with salary history to:**

U.S. District Court and Probation and Pretrial Services Office

Attn: Human Resources (#22-27)

255 E. Temple Street, #346

Los Angeles, CA 90012

E-mail: [apply\\_CACD@cacd.uscourts.gov](mailto:apply_CACD@cacd.uscourts.gov)



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