

**UNITED STATES DISTRICT COURT**  
**PROBATION AND PRETRIAL SERVICES OFFICE**  
*Central District of California*

**Date:** November 28, 2018  
**Position Title:** Pretrial Services Clerk  
**Classification Level:** CL 23 or 24, Depending on Experience (\$37,445 - \$51,845)  
**Closing Date:** Open Until Filled  
**Vacancy No.:** #18-114  
**Location (Vacancies):** Los Angeles, CA (1-2)

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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 Pretrial Services Clerk position. As a member of the support staff for the Los Angeles office, the Pretrial Services Clerk will handle a variety of responsibilities in support of United States Probation and Pretrial Services Officers, including dealing with federal defendants.

The qualified candidate must be flexible to respond to urgent requests as needed. The qualified candidate will need to be reliable, focused, and organized to meet competing deadlines under pressure. The candidate will provide coverage for the reception desk, assist defendants with paperwork and with registering them in the system, run criminal history records, enter data and information into PACTS, ensure the correct documents are delivered to the court in a timely manner, collect key data on cases and run reports, respond to requests from staff members as well as from other districts and law enforcement agencies, monitor and order office supplies for the office, process mail, write emails and memos as directed, assist in case processing during large-scale arrests, and 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 two years of experience handling administrative and record-keeping tasks in an office environment is strongly preferred. Knowledge of the Federal Probation and Pretrial Services System is preferred. Strong organizational skills and attention to detail with a high degree of accuracy are critical, as is maintaining confidentiality. Strong knowledge and skills in use of computers, Microsoft Word, and database systems. Must be able to interact and communicate effectively with all staff, visitors, and all levels of people from defendants to judges. Must be able to handle multiple tasks simultaneously. Strong communication skills, both verbal and written. Writing must be clear and concise. Enthusiasm and passion for the job are very important. Dependability and an outstanding attendance record is a must.

INFORMATION FOR APPLICANTS

The U.S. Probation and Pretrial Services Office requires employees to adhere to a Code of Conduct and a dress code. 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.

## BENEFITS

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

### **Please submit cover letter and resume to:**

U.S. Probation and Pretrial Services Office

Attn: Human Resources (#18-114)

312 N. Spring St., 6<sup>th</sup> Floor

Los Angeles, CA 90012

Fax: (213) 894-5666

Email: [cacp\\_hr@cacp.uscourts.gov](mailto:cacp_hr@cacp.uscourts.gov)

U.S. PROBATION AND PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER