



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
PROBATION OFFICE**

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**POSITION ANNOUNCEMENT:** #2008-07

**POSITION TITLE:** Administrative Assistant

**OPENS - CLOSSES:** Open Continuously

**TYPE OF APPOINTMENT:** Full Time/Potential to become permanent after one year

**SALARY:** CL - 22/23 (\$26,546.00 - \$53,438.00) Depending on qualifications.

**LOCATION:** SDNY U.S. Probation Office

**PROMOTION POTENTIAL:** CL - 23/61

(Depending on the needs of the office, the position may be located in one of the following offices: New York, White Plains, Middletown, or Newburgh.)

**AREA OFF CONSIDERATION:**

Open to all sources.

**DUTIES AND RESPONSIBILITIES:** The incumbent will be assigned to an area where there is a need for assistance.

The incumbent will provide administrative support to U.S. Probation Officers, managers and /or supervisors. The incumbent representative duties will vary depending on the assigned division. The primary responsibility will be to provide clerical and technical support. Some generic duties may include task such as tracking, coordinating and maintaining files, cases, records, documents and/or various materials. The incumbent may be responsible for developing, organizing or preparing materials as requested. The incumbent will be responsible for entering information into an automated databases. Incumbent will perform other related duties as assigned.

**QUALIFICATIONS:** For classification level 22, applicants must be a high school graduate or equivalent.

For classification level 23, applicant must be a high school graduate or equivalent, with at least two years of general experience.

**GENERAL EXPERIENCE:** General experience 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.

**SPECIALIZED EXPERIENCE:** Specialized experience is progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. of the area in which the vacancy exist.

**EXPERIENCE SUBSTITUTION:** Excess specialized experience may be substituted for required general experience.

**EDUCATIONAL SUBSTITUTION:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester of 45 quarter hours) equals nine months of experience.

**PREFERRED QUALIFICATIONS:** Knowledge of court and probation office operations. Applicant should have strong interpersonal and organizational skills. Applicant should possess the ability to pay close attention to details and be skilled in using discretion and upholding confidentiality.

**APPLICATION PROCEDURE:** You may apply by submitting your resume and cover letter to the Southern District

of New York, U.S. Probation Office by fax, e-mail or mail.

**Mailing Address**

SDNY U.S. Probation Office  
500 Pearl Street, 7<sup>th</sup> Floor  
New York, New York 10007-1312  
Attention: Personnel  
Fax: 212 805-0045

[SDNYProbation\\_HR Department@nysp.uscourts.gov](mailto:SDNYProbation_HR Department@nysp.uscourts.gov)

**IMPORTANCE NOTICE !**

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**APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES OR BE ELIGIBLE TO WORK IN THE UNITED STATES.**

**A CLERICAL EXAM IS REQUIRED FOR ALL QUALIFIED CANDIDATES, UNLESS YOU HAVE ALREADY PASSED THE EXAM.**

**WITH APPLICANT'S AUTHORIZATION, APPLICANT MUST UNDERGO LAW ENFORCEMENT AND CREDIT CHECKS.**

**EMPLOYEES OF THE U.S. PROBATION OFFICE ARE REQUIRED TO ADHERE TO A CODE OF ETHICS AND CONDUCT WHICH IS AVAILABLE TO APPLICANTS FOR REVIEW UPON REQUEST.**

**THE SELECTED CANDIDATE/S WILL UNDERGO A ONE YEAR PROBATIONARY PERIOD, IF SUCCESSFULLY COMPLETES PROBATIONARY PERIOD WILL BECOME PERMANENT.**

**THIS POSITION IS A MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY, I.E., DIRECT DEPOSIT.**

**THE U.S. PROBATION OFFICE RESERVES THE RIGHT TO MODIFY THE CONDITIONS OF THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE JOB ANNOUNCEMENT, WHICH ACTION MAY OCCUR WITHOUT PRIOR WRITTEN NOTICE OR OTHER NOTICE.**

**DUE TO THE VOLUME OF APPLICATIONS RECEIVED, THE PROBATION OFFICE WILL CONTACT ONLY THOSE APPLICANTS WHO WILL BE INTERVIEWED.**

\*\*\*\*\***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**\*\*\*\*\*