



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

## OFFICE OF PROBATION AND PRETRIAL SERVICES

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### VACANCY ANNOUNCEMENT

### PROBATION CLERK

05-UTP-24

OPEN DATE: APRIL 9, 2024

CLOSE DATE: APRIL 19, 2024

The U.S. Probation and Pretrial Services Office for the District of Utah is accepting applications from qualified candidates for the position of a full-time Probation Clerk in the Salt Lake City office. The position is a Court Personnel System CL24, with a salary of \$43,414 - \$54,292 annually, depending on qualifications. This position requires eight hours of work per day and work until 5 p.m. Monday through Friday. This position will likely support the Pretrial Unit. More than one position may be hired from this selection process.

#### POSITION OVERVIEW:

The successful candidate will perform a variety of clerical duties associated with case processing. The incumbent will work in a team environment providing support to the staff of the U.S. Probation and Pretrial Services Office. The incumbent may support pretrial, presentence and/or post-conviction officers throughout their career. The U.S. Probation and Pretrial Services Office works with defendants charged with criminal offenses and persons under post-conviction supervision, which may require the candidate to maintain composure during difficult interactions.

#### REPRESENTATIVE CORE DUTIES:

- A highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people. Must be able to handle numerous interruptions and changing deadlines while remaining on track to complete assignments. The ability to maintain confidentiality is imperative.
- Manage case files in accordance with established procedures. Assist officers in conducting investigations. Establish and maintain tracking system to ensure timely completion of assignments and routine tasks.
- Answer routine inquiries and/or refer to appropriate staff based on knowledge of office operations, policies, and procedures.
- Compose documents for officers as directed and often under tight deadlines.
- Request and interpret criminal history information from various outside sources.
- Act as a primary backup to the probation office reception, including phones and front office duties.
- Have access to criminal justice systems to run criminal background checks.
- Request law enforcement reports from all types of agencies.
- Routine copying, scanning, mailing, and filing.

- Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

To qualify for this position an individual must have a high school diploma or GED with two years of general clerical experience. Candidate must possess excellent organizational and written/verbal communication skills, with the ability to meet tight deadlines. Candidate must have excellent customer service skills. The successful incumbent must also be proficient in Microsoft applications (Microsoft Office, Adobe, etc.) and have a thorough knowledge of spelling, punctuation, and grammatical usage. Candidate must be highly motivated, good at multi-tasking, and able to work in a high-stress environment.

The successful candidate must possess good judgment, maturity, and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and consistently present a poised, professional appearance and demeanor. This position requires the ability to communicate, articulate, and relate to defendants/persons under supervision, coworkers, and others with professionalism and integrity, as well as superb organizational, people and time-management skills.

**PREFERRED QUALIFICATIONS:**

Preference will be given to candidates with a two-year or four-year degree and/or prior legal or criminal justice experience. Specialty experience with criminal history information i.e., Utah Criminal Justice Information System (UCJIS), State Court System, Law Enforcement Police Reports and established positive working relationships with outside agencies. The successful candidate would need to remain in the position for one year before applying for any internal promotional opportunities.

**SALARY AND BENEFITS:**

The salary for this position is at CL 24 (\$43,414 - \$54,292) depending on length and relevance of experience. The position falls within the Judicial Branch of the U.S. Government and the benefits include participation in the FERS\_FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

**CONDITIONS OF EMPLOYMENT:**

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The U.S. Probation Clerk is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States, under 8 U.S.C. § 1324b(a)(3)(B).

**APPLICATION PROCEDURES:**

Qualified candidates and/or transfers are invited to submit:

1. Letter of interest
2. Detailed resume including education, previous employment, and salary history

### 3. Application for Judicial Branch Employment ([AO78](#))

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Incomplete applications will not be considered. Completed application packages must be emailed, delivered, or postmarked no later than April 19, 2024. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to [UTD\\_HumanResources@utd.uscourts.gov](mailto:UTD_HumanResources@utd.uscourts.gov)

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Or mail or hand deliver to:

**US Probation & Pretrial Services**  
**Attention: HR - Probation Clerk Vacancy**  
**351 S. West Temple, Room 2.117**  
**Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER