



UNITED STATES PROBATION AND PRETRIAL SERVICES

District of Minnesota

# CAREER OPPORTUNITY

**Open Date:** February 4, 2021

**Closing Date:** Open until filled.

Preference will be given to resumes received by February 26, 2021, at 5:00 p.m. Central Time.

**Area of Consideration:** Open to all applicants.

## POSITION DESCRIPTION

**Position Title:** Administrative Support Staff Coordinator

**Vacancy Number:** 2021-06

**Vacancies and type:** Full-time (one)

**Location:** Minneapolis, MN

**Classification and Salary Range:** CL-27 \$55,593 - \$90,374 (Commensurate with experience)

## THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

## INTRODUCTION

We are looking for a dynamic leader who will coordinate and supervise support functions in the District of Minnesota U.S. Probation and Pretrial Services Office, located in Minneapolis, Minnesota.

The incumbent oversees day-to-day operations of the office, including monitoring processes and procedures, case management database systems, and management of physical facilities and repairs. The incumbent analyzes, develops, evaluates, and improves operational work methods and procedures; manages and responds to data entry concerns regarding a variety of Probation databases; provides first level approval on invoices; manages the Probation Office internet/intranet and social media content; develops and implements audio-visual programming for the office; and other administrative tasks to support the mission of the office.

This position is contingent upon budget availability. This position may require irregular work hours, to include nights, weekends, and holidays.

*See the possibilities and inspire change*



# District of Minnesota

## REPRESENTATIVE DUTIES

- Manage support services provided by the U. S. Probation and Pretrial Services Office, including the daily monitoring of processes and procedures, regular case file audits (hardcopy or electronic), case management database systems, and ongoing document review to ensure efficiency of operations. Conduct and prepare written performance appraisals for support staff. Recommend personnel actions and provide input regarding staff performance.
- Assist in performing support related duties, such as organize, prepare, and maintain case files; format, type, and edit reports of probation officers and other administrative staff; prepare petitions, court orders, and documents; prepare letters, memos, recurring reports, and forms; proofread reports and correspondence prior to distributing; and enter statistical data into automated databases.
- Assess, formulate, and ensure implementation of operational policies, creation of documents (reports), practices, and procedures based on ongoing consultation with management. Manage and respond to data entry concerns and/or inquiries related to PACTS, DSS, STaTS or other applicable databases. Assist in responding to matters in connection with CM-ECF.
- Provide first level approval with respect to the processing and payment of treatment services invoices, which may include Location Monitoring and Second Chance Act expenditures. Ensure payments are in accordance with the Statement of Work and comport with all other judiciary procurement regulations.
- Assist with identifying and analyzing trends concerning support operations for measuring effectiveness of achieving objectives.
- Identify and manage the district's internet/intranet and social media content, which includes the posting of documents, manuals, standard forms, and other applicable information. Develop and implement audio-visual programming for the office, which promotes district operations, outreach, recruitment, and other positive outcomes through the district.
- Assist in the collaboration with information technology staff and the development, implementation, and maintenance of software applications created using Microsoft SharePoint.
- Coordinate district parking assignments; and manage GSA fleet of vehicles (i.e., record keeping).
- Establish and adjust long-range work schedules, priorities, and deadlines of all assignments. Assure uniform application of performance standards. Routinely assess operations for improvements.
- Coordinate management of physical facilities and repairs. Participate in the development and coordination of information criteria and clearance protocols regarding access to the facility, databases, and other court systems. Act as the liaison with the General Services Administration, Tasks Unlimited, Administrative Office of U. S. Courts, U.S. Marshals Service, CMC Maintenance, and vendors regarding space and facility matters and security as authorized.

*See the possibilities and inspire change*





## UNITED STATES PROBATION AND PRETRIAL SERVICES

# District of Minnesota

### **REPRESENTATIVE DUTIES (CONTINUED)**

- Track and maintain all supplies within the office, to include coordination with divisional offices for the receipt of supplies.
- Coordinate regular staff meetings to identify and report overall performance progress within the unit. Assist in the facilitation of in-service training for ongoing professional growth and development of staff assigned within the unit. Represent support operations during other organizational meetings.
- Recommend to the Chief U.S. Probation Officer applicants for hire and employees for termination of employment, as to the clerical unit.
- Performs other administrative duties as assigned.

### **MINIMUM QUALIFICATIONS**

To qualify for the position, applicants must:

Have graduated from high school or an equivalent.

Have at least two years of general work experience and one year of specialized experience at a CL24 level.

Have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgment, and
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and Guide to Judiciary Policy.

### **SPECIALIZED EXPERIENCE**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

*See the possibilities and inspire change*



# District of Minnesota

## **PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)**

The successful applicant must have excellent writing skills and above average computer knowledge.

The ideal candidate may also possess the following preferred skills:

- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which help to achieve an organization's mission and vision.
- Demonstrated skill in the use of automated equipment including word processing, spreadsheet, and database applications. Display skill in using automated systems, websites, and other computer-based systems used by the court unit to research and process a variety of financial information and transactions. Preferred systems include PACTS, DSS, STaTS, CM-ECF, Microsoft Office Suite, and SharePoint.
- Demonstrated ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Ability to maintain confidentiality and interact tactfully with a wide variety of persons.
- Ability to apply knowledge of supervisory and employee management principles.
- Demonstrated skill in problem solving, trouble shooting, and identifying alternative solutions.
- Ability to make timely and effective decisions.
- Thorough knowledge of office procedures, practices, processes, and mission.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Skill in preparing financial reports.
- Demonstrated understanding of process redesign and skill in evaluating and implementing potential process improvements.

## **ENVIRONMENTAL DEMANDS**

- Work is normally performed in an office setting.
- Frequent lifting of boxes and moving of equipment may be required.
- Some travel may be required.

*See the possibilities and inspire change*



## UNITED STATES PROBATION AND PRETRIAL SERVICES

# District of Minnesota

### **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Telework, alternative work schedules, and other workplace flexibilities (depending upon performance).
- Federal Student Loan Forgiveness eligibility.

Employees of the U.S. District Court are not classified under Civil Service.

### **CONDITIONS OF EMPLOYMENT**

Prior to appointment, the selected candidate must undergo a background investigation.

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered "at-will" and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#).

This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

### **APPLICATION INFORMATION AND PROCESS**

Qualified candidates should complete an application of employment and submit the following documents via our electronic applicant tracking system: <https://www.mnp.uscourts.gov/career-opportunities>

- A cover letter (not to exceed two pages), which includes a concise description of the following:
  - How your overall experience and preparation relates to the stated duties and responsibilities;
  - A summary of continued education coursework taken, educational efforts or other steps taken to prepare you for an enhanced leadership roles; and
  - Information on how you have used technology to streamline and/or improve a process.

*See the possibilities and inspire change*





## UNITED STATES PROBATION AND PRETRIAL SERVICES

# District of Minnesota

### **APPLICATION INFORMATION AND PROCESS (CONTINUED)**

- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments; and
- Names and contact information of three professional references. If you are selected for an interview, references may be contacted prior to the interview. The Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

**Only applications completed in entirety, using our electronic online database, will be considered for this opportunity.**

All application materials received will be reviewed to identify the best qualified candidates. Only the most qualified candidates will be invited for interviews. Due to COVID-19, first interviews will likely be scheduled via Zoom. If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

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

*See the possibilities and inspire change*