

UNITED STATES PROBATION AND PRETRIAL SERVICE
NORTHERN DISTRICT OF NEW YORK

Vacancy Number # 21-PO-04

Position: Receptionist
Salary Range: CL 22 – CL 23 (\$14 - \$17 per hour)
Position Type: Temporary, Part-Time, WAE
Work Schedule: Monday – Friday, 10:00 am–3:00 pm
Duty Station: Albany, NY
Opening Date: July 14, 2021
Closing Date: Open until filled

POSITION OVERVIEW & DUTIES:

The United States Probation/Pretrial Services for the Northern District of New York is currently accepting applications for a temporary, part-time Receptionist. This opportunity will include, but not limited to, the following duties:

- Greet clients
- Answer phones
- Enter data into case tracking system
- Assist with file management for Probation Officers
- Format and edit reports developed by Probation Officers
- Be involved with special projects assigned to the Support Unit

QUALIFICATION/EXPERIENCE:

The starting salary is dependent upon experience and qualifications. (Minimum requirement of high school graduation or equivalent and two years of 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 position's duties.

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees. Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court. The position is classified as a sensitive position within the federal judiciary. The successful candidate for this position will undergo a fingerprint check and retention will depend upon a favorable suitability determination from this background check. The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Interested applicants should submit their application package as **one PDF**, to include the following:

- a cover letter, and
- a completed **Application for Judicial Branch Employment** (Form AO 78) available on the court's website (<https://www.nynp.uscourts.gov/career-opportunities>)

Complete application packages may be submitted electronically to: michelle_teska@nynp.uscourts.gov

Application packages that do not include all information requested may not be considered for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

Equal Employment Opportunity Employer.