

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES**

Michael J. Kester
Chief U.S. Probation Officer

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Vacancy Announcement #23-PO-12

Position: Probation Clerk
Location: Albany, New York
Opening Date: March 16, 2023
Closing Date: Open Until Filled
Starting Salary: Classification Level 23 (\$38,303 - \$47,878)
Salary Potential: Classification Level 24 (up to \$68,933)
Status: Full Time
Target Start Date: April/May 2023

The Probation Clerk provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas. The Probation Clerk reports to the Team Leader. Incumbent should be a highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people within a fast-paced working environment. Must be able to handle interruptions and changing deadlines and remain on track to complete assignments. The ability to maintain confidentiality is imperative.

Representative Duties: A Probation Clerk performs duties and responsibilities including, but not limited to, the following:

1. Screens telephone calls and visitors. Answers routine questions, provides assistance as authorized and refers persons to officers or to appropriate agencies based on the knowledge of officers' activities and office operations. Routine copying, scanning, and filing will be required.
2. Makes chronological entries in supervision case records. Conducts records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assists officers in responding to collateral requests for information. Keeps various logs and records up to date.
3. Observes and conducts same sex drug testing on persons under supervision in a controlled environment. In accordance with local and national policy, follows chain of custody protocol when reporting drug testing results. Sends specimens to national contract laboratory for confirmation as instructed.
4. Operates the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtains fingerprint and credit checks and

- send FBI flash notices. Assists with photographing defendants/offenders and uploads into an automated case management tracking system.
5. Use of various programs/databases, including Accurant, ATLAS, Capture, e-Justice, BOP Red Flag report, archive requests, CM/ECF and LENS.
 6. Opens, closes, researches, and updates information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Retrieves information from databases and generates periodic reports.
 7. Performs other support related duties as assigned.

Minimum Experience and Education Requirements:

High School Diploma and two years of general experience are required. However, education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience. Applicants should have strong verbal and written communication skills; the ability to analyze work processes and problem-solving skills. Experience using automated systems and customer service skills a plus. Computer knowledge in a Microsoft Windows environment and Word experience is preferred.

Conditions of Employment:

Applicants must be United States citizens or eligible to work in the United States. The individual being selected for this position will be required to submit to a security background check which includes fingerprinting. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the court. Electronic direct deposit of salary payments is mandatory.

Benefits:

Benefits include annual leave, sick leave, paid parental leave, paid holidays, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, vision, dental, and long-term care). Credit for prior government service.

Application Process: Individuals are welcome to view the posting at www.nynp.uscourts.gov, under **News & Announcements**. Individuals interested in being considered for this position are asked to submit a letter of interest and resume through our HR Application System (click on Probation Clerk title below):

[Probation Clerk](#)

If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. The United States Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.