



UNITED STATES PROBATION OFFICE – DISTRICT OF KANSAS

U.S. Courthouse
401 N. Market
Wichita, KS 67202
www.ksp.uscourts.gov

Administrative Assistant to a U.S. Probation Officer

Vacancy Announcement #WI24-15

Position Title:	Administrative Assistant to a U.S. Probation Officer
Position Type:	Full-Time Permanent
Location:	Wichita, Kansas
Salary Range:	CL 24 - \$43,414 – \$54,292 Annually, with advanced in-step placement up to step 61, \$70,610, possible for exceptionally qualified candidates or current/prior federal employees
Promotion Potential:	Senior AAPO, CL 25 - \$47,966 – \$77,966, without further competition
Open Date:	September 23, 2024
Closing Date:	Open until filled, with priority given to applications received by October 18, 2024

POSITION OVERVIEW

An Administrative Assistant to a Probation Officer (AAPO) provides administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling collateral investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer. The District of Kansas is an evidence-based organization, which means that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders.

REPRESENTATIVE DUTIES

- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Accurately enter data and information into the office's computerized database system and extract reports from the database. Must be adaptable to ever-changing database updates.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files, and investigation and supervision reports, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.
- Support evidence-based principles and practices in the District of Kansas to consistently evaluate and improve organizational performance.
- General office clerical duties and receptionist duties such as greeting guests, processing mail, and answering the phones.
- Maintain a high level of confidentiality with sensitive court documents, client matters, and proceedings.

REQUIRED EXPERIENCE AND QUALIFICATIONS

General Experience: Must be a high school graduate and have performed at least two years of 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. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: One year of specialized experience, which is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws. It involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience.

PREFERRED QUALIFICATIONS

A successful candidate should be highly organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important. Must be able to balance the demands of varying workload responsibilities and deadlines.

Familiarity with Microsoft Office Suite such as Word and Excel. Familiarity with Microsoft Outlook is helpful. Ability to speak Spanish is helpful.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, Dental, Vision, Group Life, and Long-Term Care Insurance Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

ADDITIONAL INFORMATION

The U.S. Probation Office reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Probation Office requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

APPLICATION PROCEDURE:

To apply for this position, please submit the following items in a single PDF document by email to HR@ksd.uscourts.gov and include the "Vacancy Announcement #WI24-15" in the email subject line:

1. Cover letter explaining your interest in the position
2. Current resume

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

Form AO-78: separate forms available for PC and Mac users

* Current District of Kansas employees do not need to submit the AO 78 application form.

* You should NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER