



Sandra Day O'Connor
U.S. Courthouse
401 West Washington Street
Phoenix, AZ 85003-2119

PROFESSIONAL VALUES

- Integrity
- Respect
- Empathy
- Honesty
- Accountability
- Courageous Leadership
- Selfless Service
- Competency
- Work Ethic



The U.S. Probation and Pretrial Services Office for the District of Arizona is an Equal Opportunity Employer

U.S. Probation & Pretrial Services Office for the District of Arizona

Career Opportunity # 24-41

Case Administrator

Position Type:	Full Time, Regular
Salary Range:	\$40,957 - \$66,581
Starting Salary:	\$45,655
Job Grade:	CL 23
	Promotion to the CL 24 without further competition.
Open Date:	07/10/2024
Closing Date:	08/09/2024
Location:	Phoenix, AZ

ONE PROBATION TEAM ARIZONA MISSION STATEMENT

Our mission is to assist the Court in the fair administration of justice, providing unbiased, accurate information, facilitating lasting positive change in the people we assist and supervise, in order to protect and improve our community.

The U.S. Probation and Pretrial Services Office for the District of Arizona is seeking an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic for the position of **Case Administrator**. In this role, high importance is placed on an individual who will embrace our mission and committing themselves to and believing in our vision of *working together creatively to transform lives, enhancing the safety of our community*.

Our fast paced, prestigious environment will provide opportunities for challenging and rewarding work as a member of the probation team. The successful individual must be able to thrive *in an environment that promotes teamwork and professional enrichment where we commit to supporting and defending the U.S. Constitution, the worth and dignity of all people, defending their right to be treated with fairness and respect, believing that all people are capable of positive change through the use of evidence-based practices*.

POSITION OVERVIEW

The United States Probation Office of the U.S. District Court, District of Arizona, is seeking Case Administrators in the Phoenix Office. The Case Administrator will report directly to the Support Supervisor, under the general direction of the Deputy Chief Probation Officer. This position may be required to assist visitors at the front desk and callers, enters case information into databases, and prepares and processes a variety of documents to support the Probation Office's mission.

REPRESENTATIVE DUTIES

- Prepares and processes documentation, ensuring consistency and accuracy, to meet the needs of operations.
- Uses automated systems to obtain criminal history information.
- Prepares and submits documentation to the U.S. Sentencing Commission, Bureau of Prisons, and other parties through various automated systems.



TRUE NORTH: Changing lives for a better future!

**Other Divisional Office
Locations:**

**Evo A. DeConcini
U.S. Courthouse**

405 West Congress Street
Tucson, AZ 85701-5020

Flagstaff AWD Building

123 San Francisco Street
Flagstaff, AZ 86001

**John M. Roll
U.S. Courthouse**

98 West 1st Street
Yuma, AZ 85364

Benefits

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include a defined benefit program (4.4% of gross pay; 4.9% of gross pay for LEO-Law Enforcement Officers)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Dental & Vision Insurance
- Life Insurance
- Long-term Care Insurance
- Flexible Spending Accounts, *contributions paid on a pre-tax basis.*

In addition, we offer flexible work schedules.



The U.S. Probation and Pretrial Services Office for the District of Arizona is an Equal Opportunity Employer

- Answers and screens incoming calls; greets and directs clients and visitors to appropriate locations.
- Contacts various state and local agencies to collect information and documentation to assist with investigations.
- Enters and maintains accurate data in Probation Automated Case Tracking System (PACTS) and other databases, which includes but is not limited to, client data, investigations, sentence records, special conditions, and supervisions.
- Calendars and processes supervision openings and closings; reviews documentation to ensure correct supervision dates are captured.
- Ensures supervision records are captured in the Supervised Release File of the ATLAS system.
- Assists officers with oversight of cases to ensure compliance with statutory obligations.
- Uploads scanned images into database.
- Retrieves/delivers incoming mail and monitors the receipt and distribution of faxes.
- Performs other duties assigned.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience.

General experience is defined as 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.

Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, the use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directive, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking, and credit firms, educational institution, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Education above the high school level may be substituted for general experience.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who possess clerical or administrative experience in the criminal justice system or a related social service agency.

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.



TRUE NORTH: Changing lives for a better future!

How to Apply

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations (strongly preferred). Letters of recommendation may be substituted if no evaluation is available. One letter of recommendation must be from a current or recent supervisor.

Go to our web site:

<https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division.

Applications and/or attachments received after the closing date may not be considered.



The U.S. Probation and Pretrial Services Office for the District of Arizona is an Equal Opportunity Employer

APPLICANT INFORMATION

The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.



TRUE NORTH: Changing lives for a better future!