



Evo A. DeConcini
U.S. Courthouse
405 W Congress
Tucson, AZ 85701

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 # 24-59

Case Administrator

Position Type:	Full Time, Regular
Salary Range:	\$39,917 - \$64,890
Starting Salary:	\$44,495
Job Grade:	CL 23
	Promotion to the CL 24 without further competition.
Open Date:	09/23/2024
Closing Date:	10/31/2024
Location:	Tucson, 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 Tucson 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 mission of the Probation Office.

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.



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**Other Divisional Office
Locations:**

**Sandra Day O'Connor
U.S. Courthouse**
401 W. Washington St.
Phoenix, AZ 85003

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.



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- 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.



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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.



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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.



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TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

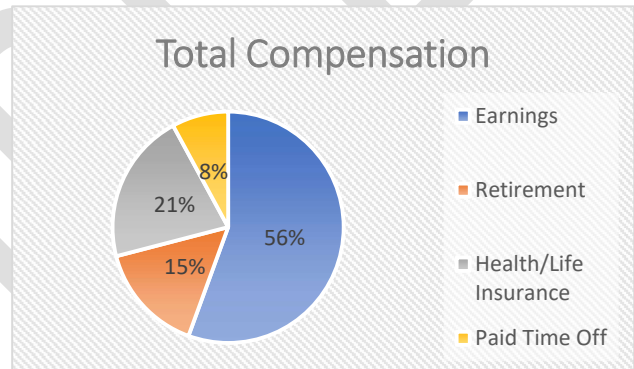
POSITION: Case Administrator, Full-time
LOCATION: Tucson, AZ
CLASSIFICATION LEVEL: CL 23
SALARY: \$44,495 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS

\$44,495

Retirement Benefits \$12,325
 Health/Life Insurance \$16,891
 Paid Time Off \$6,332



TOTAL EMPLOYER CONTRIBUTIONS \$35,548

Employer contributions represent 44.41 % of total compensation.

TOTAL COMPENSATION \$80,043

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0 – 3 years = 104 hours/year*
 - 3 – 15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym in Phoenix Only
- ❖ Employee Assistance Program (EAP)