

U.S. PROBATION OFFICE
Central District of California

Date: June 3, 2015
Position Title: Executive Assistant
Classification Level: CL 25 (\$43,111 - \$70,120)
Closing Date: June 24, 2015
Vacancy No.: #15-107
Location (Vacancies): Los Angeles, CA (1)

OVERVIEW OF THE POSITION

The United States Probation Office, Central District of California is currently seeking an exceptional individual for our Executive Assistant position. This position will be responsible for performing a variety of administrative, technical and secretarial support for U.S. Probation's Administration team.

REPRESENTATIVE DUTIES

- Maintain calendar and schedules for the Chief, Deputy Chief and other members of Administration.
- Prepare correspondence, legal documents, and other materials from dictation, rough copy or own notes for review and signature. Edit materials prepared by others for the Chief and Deputy Chief for accuracy, proper grammar and spelling. Sign routine correspondence as authorized.
- Coordinate conferences, meetings, and court and judicial ceremonies to include site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas to include preparing materials, taking and distributing meeting minutes.
- Disseminate communications to appropriate staff and follow up on action items.
- Serve as liaison to Judges' chambers and all other court units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center on behalf of the Chief and Deputy Chief, as appropriate.
- Arrange travel, prepare and review travel vouchers for Administration.
- Develop standard office administrative procedures and provide guidance to other administrative support staff with the court unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen and refer telephone calls and visitors. Research inquiries and develop responses for the Chief and Deputy Chief and/or respond directly, as delegated.
- Receive, screen and route mail to appropriate persons or offices. Maintain correspondence control records and electronic files and follow-up on correspondence delegated for completion by staff.
- Coordinate all general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serve as liaison to the General Services Administration building manager's office for physical needs of the office (heating, cooling, lighting, cleaning, etc). Serve as a backup to the Facilities Manager regarding such matters from other offices within the unit.
- Oversee, track and distribute non-monetary awards under the Employee Recognition Program.
- Complete a mandatory 20 hours annually of work-related training.
- Perform other representative duties as assigned.

QUALIFICATIONS

Must be a United States citizen or eligible to work in the United States. Associate's degree or equivalent. Applicant must have significant experience (minimum three years) in an administrative support capacity reporting directly to a high level executive. Professional appearance and manner required. Ability to understand and follow detailed instructions. Superior time management and organizational skills with attention to detail. Strong ability to communicate effectively (orally and in writing) with individuals with diverse backgrounds and establish rapport with staff, outside agencies, and collateral contacts. Exceptional ability to take accurate notes and summarize meetings, conferences, etc. Skill in writing, editing and proofreading documents for spelling, grammar, punctuation, style, abbreviations, and correct format. Strong knowledge and skills in use of personal computers and software applications to prepare reports and correspondence. Knowledge of automated/internet resources and systems available for conducting database searches and other similar activities. Ability to prioritize and organize work to meet established deadlines. Ability to consistently demonstrate sound ethics and judgment. Ability to maintain confidentiality is critical. Skill in administrative matters such as file maintenance, record keeping, reporting and preparation of presentation material.

INFORMATION FOR APPLICANTS

The U.S. Probation Office requires employees to adhere to a Code of Conduct. The final candidate will be subject to a background investigation by law enforcement agencies. The Federal Financial Reform Act requires direct deposit of federal wages for employees. Due to the volume of applications received, we will only be able to respond to those individuals who will be considered for the position.

BENEFITS

As a federal employee, you will have a wide variety of medical plans from which to choose. Options for dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE). Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

Please submit cover letter and resume with salary history to:

U.S. Probation Office
Attn: Human Resources (#15-107)
312 N. Spring St., 6th Floor
Los Angeles, CA 90012-4701
Fax: 213/894-5666
Email: cacp_hr@cacp.uscourts.gov



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