

**U.S. PROBATION OFFICE**  
**Central District of California**

**Date:** September 2, 2010  
**Position Title:** Administrative Assistant to Probation Officer (AAPO)  
**Classification Level:** CL 24 (\$38,269 - \$62,226)  
**Closing Date:** September 24, 2010  
**Vacancy No.:** 10-109  
**Location (Vacancies):** Ventura (1)

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OVERVIEW OF THE POSITION

The United States Probation Office, Central District of California is currently seeking an exceptional individual for our Administrative Assistant to the Probation Officer (AAPO) position. The AAPO will assist probation officers in case preparation and management of offenders sentenced to probation.

REPRESENTATIVE DUTIES

- Assist probation officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies and community service agencies, collect verifiable and supportable documentation (i.e. MSR's), and performing similar activities.
- Enter data and information into the agency's computerized database system (i.e. Chronological Record, CLETS, PACTS<sup>ECM</sup>). Forwards delinquency letters to offenders when necessary.
- Maintains offender/defendant list for each officer, updating monthly to ensure accuracy of officers' caseload and track case plans, expirations and other necessary record checks.
- 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.
- Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports or court letters prepared by officers.
- Maintain paper and computerized records of urinalysis test results and inform officer of results.
- Where applicable, may assist office or officers with non-English speaking offenders/defendants, family members, and witnesses in translating, including translating documents and correspondence.
- Fingerprints offenders as directed by the Probation Officer for posting of FBI Flash Notice.
- Monitors release dates of BOP inmate cases as directed by Probation Officer.
- Verifies financial balances for restitution or fines through contact with District Court Clerk's office or other districts.
- Conducts ChoicePoint financial investigations and request credit check investigations as directed by Probation Officer.
- Enters, analyzes, maintains, and produces accurate data in various automated and manual systems.
- Perform general office duties such as, but not limited to, reception duties and general clerical work.
- Assist with any language translation, if needed.
- Travel to the Santa Barbara branch office for coverage, if needed.
- Complete a mandatory 20 hours annually of work-related training.
- Perform other representative duties as assigned.

### QUALIFICATIONS

Applicants must be a high school graduate or equivalent. Two year college degree or equivalent strongly preferred. Must have exceptional organization skills with attention to detail. Must be able to take initiative and work independently. Strong writing, analytical and decision-making skills. Strong interpersonal skills in communicating with various internal and external individuals, and establishing and maintaining good relationships with outside contacts. Strong knowledge and skills in use of personal computers and software applications to prepare reports and correspondence. Thorough knowledge of office procedures, practices, processes and telephone etiquette. Excellent knowledge of English grammar, spelling, and editing. Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines, and maintain tracking systems related to cases. Experience with the criminal justice system and/or bilingual in Spanish or other pertinent language is a plus.

### 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

Generous accrual of paid time off. Wide choice of medical plans. Options for dental, vision, life insurance, long-term disability insurance, and flexible spending program. Participation in the Federal Employees Retirement System. Excellent matching on retirement savings plan (401k equivalent).

### **Please submit resume with salary history to:**

U.S. Probation Office  
Attn: Human Resources (10-109)  
312 N. Spring St., 6<sup>th</sup> Floor  
Los Angeles, CA 90012-4701  
Fax: 213/894-5666  
Email: [cacp\\_hr@cacp.uscourts.gov](mailto:cacp_hr@cacp.uscourts.gov)



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