



**U.S. PROBATION OFFICE  
DISTRICT OF SOUTH CAROLINA  
REVISED VACANCY ANNOUNCEMENT  
September 22, 2021**

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**ANNOUNCEMENT #:** 2021 - DSC - 05

**POSITION:** U.S. Probation Clerk, Administrative (**more than one position will be filled**) \*  
(Full-Time/Permanent)

**DUTY STATION:** Charleston, Columbia & Greenville

**SALARY RANGE:** **CL 23 (\$34,945 - \$43,683)** (CPS Pay Table RUS: Steps 1 - 25)  
Starting salary is dependent upon experience and current salary, and subject to availability of funding

**CLOSING DATE:** Opened until filled with first consideration given to applicant packets received by  
**October 6, 2021**

\* Those applicants who previously applied do not need to reapply

\*\* Possible future promotional opportunity to a **CL-24 (\$38,694 - \$48,378)** (CPS Pay Table RUS: Steps 1 - 25) without further competition

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### **INTRODUCTION**

The U.S. Probation Office for the District of South Carolina is seeking a full-time, permanent clerk (administrative) for the Charleston, Columbia, and Greenville Divisions. This position was previously advertised but has been revised to add locations and broaden our candidate pool. The clerk provides administrative support to U.S. Probation Officers and assistance in the efficient management of the agency.

### **REPRESENTATIVE DUTIES**

- Coordinates and manages the scheduling of post-conviction and pretrial-related court hearings through the use of Microsoft applications.
- Performs reception and intake duties. Receives new case referrals from other law enforcement agencies.
- Receives, screens, and refers telephone calls and visitors. Answers routine inquiries.
- Timely assists probation officers and supervisors with the preparation of reports, petitions, letters, memorandums and other correspondence including formatting, typing, editing and proofreading - often under tight deadlines.
- Enters client and case data into Probation and Pretrial Services Automated Case Tracking System (PACTS). Assists in the maintenance of electronic case files.

- Scans, copies, files, and date stamps case file materials. Locates files and documents. Transfers and receives case files to and from other districts.
- Generates standard reports from databases. Tracks statistics and data.
- Organizes and sets up new case files for probation officers in accordance with established procedures. Ability to abide by strict confidentiality procedures as it pertains to case files and offender/defendant information.
- Receives cross training and performs backup duties for other administrative support staff.
- Copies and delivers reports to other agencies. Picks up and distributes mail.
- Runs and reads record checks through local and national databases and files.
- Performs all other duties as assigned.

### **INTERACTIONS WITH EXTERNAL CONTACTS**

The primary external contacts are with U.S. District Court staff, law enforcement personnel, U.S. Attorney's Office, Federal Public Defender's Office, defense attorneys, and offenders/defendants in a controlled office setting for the purpose of exchanging information and providing basic customer service and assistance.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed in an office setting where people with violent backgrounds are often present. During direct contact, a probation officer is present or in close proximity, and contact occurs in an office/area with an accessible duress alarm. Some travel is required. Work may occasionally occur off-site for record retrieval and at meeting locations or temporary duty stations.

### **QUALIFICATIONS**

Must be a high school graduate with **two (2) years of general** experience; must be a U.S. citizen or eligible to work in the United States; must have excellent knowledge of spelling, punctuation, and grammatical usage; and must have exceptional proofreading skills. Microsoft Word experience is required, as well as knowledge of software for word processing, data entry, e-mail, and report generation. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.) is also required.

### **ADDITIONAL QUALIFICATIONS**

- Must have the ability to interact and communicate effectively (orally and in writing) and professionally with people of diverse backgrounds and with contacts at collateral agencies, for the purpose of collecting information regarding offenders.
- Must be responsible with the ability to demonstrate and exercise good judgment and sound ethics and maintain confidentiality.
- Must be self-directed and highly organized with the ability to multi-task and balance a busy workload.
- Must demonstrate initiative in problem-solving; be able to work harmoniously with a variety of staff at all levels of the organization; and maintain a professional demeanor and appearance at all times.

### **GENERAL EXPERIENCE**

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 this position. **Experience working in a legal/law enforcement environment is preferred.**

## **EMPLOYEE BENEFITS**

- Up to 13 days paid vacation per year for the first 3 years of employment; up to 20 days per year until the 15<sup>th</sup> year of service; thereafter, up to 26 days per year. Sick leave is earned at 4 hours per pay period.
- Participation in both the Federal Retirement Program (FERS) and tax-deferred Thrift Savings Plan (TSP), similar to 401K, with employer matching contributions.
- Voluntary participation in the Federal Health Insurance program of your choice.
- Voluntary participation in the Federal Employees' Group Life Insurance program.
- Up to 10 paid holidays per year.
- Optional enrollment in the Federal Judiciary's long-term care insurance and flexible spending programs.

**The person selected for this position will be subject to a background investigation, which includes an Equifax credit check, and will be fingerprinted.** This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

## **APPLICATION PROCEDURES**

Applicants interested in this position must e-mail the following application materials as a single PDF attachment:

- Cover letter of interest
- Resume
- The following forms (available at <https://www.scp.uscourts.gov/career-opportunities>):
  - Form AO-78, Application for Judicial Branch Employment (**Please make sure to sign and date the application.**)
  - DSC Release Authorization
  - Request for Consumer Report Information
- College Transcripts (if applicable)
- Two (2) most recent performance evaluations (If not available, please indicate in e-mail.)

**Please note:** Failure to provide any of the application materials, without explanation, will result in immediate disqualification. Incomplete applications will not be considered, retained or returned. Only one (1) application per candidate will be accepted for this announcement. Only the best qualified candidates will be invited for interviews.

Submit your application packet to [SCP\\_HR@scp.uscourts.gov](mailto:SCP_HR@scp.uscourts.gov)  
and reference the vacancy **#2021-DSC-05**.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response to their application status. Application packets will not be returned. The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

***THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF SOUTH CAROLINA  
IS AN EQUAL OPPORTUNITY EMPLOYER.***

All U.S. Court employees are in the excepted service and are required to adhere to the *Code of Conduct for Judicial Employees*, which is available on our website at [www.scp.uscourts.gov](http://www.scp.uscourts.gov). Employees may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C. § 3602(a).