Office of Human Resources
U.S. District Court, U.S. Probation, U.S. Pretrial Services
Western District of Texas
727 E. Cesar Chavez Blvd., Suite A-403
San Antonio, Texas 78206

Human Resources

Position:	Operations Support Clerk – Job # USPO 14-02
Opening Date:	March 3, 2014
Closing Date:	March 28, 2014
Starting Salary:	Up to CL24/Step 1 - $34,703 (salary commensurate with experience) **Transfers within the Judiciary will be considered for a salary match within the CL-24*
Location:	San Antonio, Texas

The incumbent provides specialized technical and administrative support to United States Probation Officers in a wide range of areas.

POSITION OVERVIEW:
The primary function of this position is to serve as receptionist for the office by answering telephones, greeting the public, etc. In addition, selected candidate will gather investigative information and provide administrative and clerical support to probation officers; organize and prepare case files; and all other duties as assigned.

QUALIFICATIONS:
Position requires at least 2 years of clerical or administrative experience that provided direct customer contact on a daily basis. Legal experience in a civil and/or criminal environment preferred; not required. Outstanding customer service, communication, and organizational skills are required. Must have the ability to handle more than one task at a time in a high volume area, and prioritize and manage own workload. Proficient data entry skills required. The candidate must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds and to work harmoniously in a team-based environment. Bilingual preferred; not required.

APPLICATION PROCESS:
Qualified candidates must submit a cover letter (noting position title, job number USPO 14-02, email address, and daytime telephone number) and resume to Human Resources, U.S. District Court, 727 E. Cesar Chavez Blvd., Suite A-403, San Antonio, TX 78206, to be received by March 28, 2014.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint, credit, and background check.

The United States Probation Office is an Equal Opportunity Employer