



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

Job #USPT 12-06

Position:	Operations Assistant
Opening Date:	September 6, 2012
Closing Date:	September 21, 2012
Classification Level:	Starting Salary: up to \$42,960 (up to CL-24) - salary commensurate with experience (Transfers within the Judiciary will be considered for a salary match up to CL-24)
Location:	Midland, Texas

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

POSITION OVERVIEW:

The incumbent will professionally answer telephones, greet the public, etc. In addition, selected candidate will obtain detailed information on new cases; file; maintain case documents; organize and prepare case files; data entry; maintain office equipment and supplies; process mail; assist with special projects; etc.; 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. 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 may apply by mailing a cover letter (include job title and number listed above), detailed resume, salary history or classification level, and an e-mail address and daytime telephone number to:

United States District Court
ATTN.: Human Resources
727 E. Cesar E. Chavez Blvd., Suite A-403
San Antonio, Texas 78206

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 and background check.

The United States Pretrial Services Office is an Equal Opportunity Employer