

ASC14-03

**ADMINISTRATIVE SUPPORT CLERK  
U.S. PROBATION OFFICE  
101 Ed Jones Federal Building  
109 South Highland Avenue  
Jackson, TN 38301  
Starting salary - CL 23/1 - CL 23/25 (\$31,343-\$39,179)  
Position Open Until Filled**

Applications are currently being accepted for the position of Administrative Support Clerk in our Jackson, Tennessee office. This is a full time appointment and eligible for all federal benefits. Applicant must be a high school graduate or equivalent and a U.S. citizen or eligible to work in the U.S.

**DESIRABLE QUALIFICATIONS:** Perform reception duties, prepare form letters, notices and other correspondence. Ability to scan/maintain files for the court unit; computer literate and Microsoft Word proficient; detail oriented with *strong organizational* skills; dependable; able to exercise mature judgment, work harmoniously with others, and adjust to changing technology.

Application/job description may be obtained by accessing the Court's Internet website at [www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov). Please send **resume and application** to [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov) and reference position number ASC2014-03. Only applicants selected for an interview will be notified. This position is subject to mandatory electronic funds transfer participation.

**The U.S. Probation Office is an equal employment opportunity employer.**

**UNITED STATES PROBATION OFFICE  
WESTERN DISTRICT OF TENNESSEE**

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Job Announcement - No. ASC14-03	Date: September 14, 2014
Position Title: Administrative Support Clerk	Duty Station: Jackson, TN
Classification Level: CL23/1 - CL 23/25 (\$31,343 - \$39,179)	CLOSING DATE: Open Until Filled

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**POSITION OVERVIEW:**

Performs reception duties by greeting visitors/clients in person and on the telephone. Screen telephone calls and visitors and direct to the appropriate individual. Answer routine inquiries based on knowledge of staff activities and program operations. Prepare form letters, notices, and other correspondence using templates and forms. Maintain, update, and track paper and electronic files. Scan, copy, and file documents and locate and provide requested files and documents. Scan case files and upload documents to PACTS and document storage system. Transition administrative files to electronic via scanning, in accordance with the National Archives and Records (NARA) schedule. Perform as receiving clerk for supplies, furniture, and equipment. Assist disposal officer with disposal of equipment and furniture. Maintain related records. Assist with preparation and coordination of office reorganization and/or space moves. Provide administrative assistance to managers, supervisors, and other staff, as required. Report matters concerning heating, cooling, lighting and cleaning to the building manager. Perform other duties as assigned.

**QUALIFICATIONS:**

Applicants must have graduated from high school or the equivalent. For placement above the starting salary of \$31,343 the successful candidate must have a least three years of general office experience including the use of computers, and scanning equipment. This position requires a professional demeanor at all times and excellent customer service skills. Each candidate selected for an interview will be administered a typing skills and grammar test.

**BENEFITS:**

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U. S. Probation serve under "Excepted Appointment" and are "at will" employees, serving at the pleasure of the court. The successful applicant will be subject to a reference and background check. This position is subject to mandatory electronic funds transfer participation.

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EMPLOYER**

