

**UNITED STATES PRETRIAL SERVICES
WESTERN DISTRICT OF TENNESSEE**



Job Announcement - No. 14-03

Date: August 10, 2014

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POSITION:	U.S. Pretrial Services Receptionist, FT/Temporary
SALARY RANGE:	CL-22 (\$25,299 - \$41,122)
OPEN PERIOD:	August 10, 2014 – Open until filled with first preference given to application packets received by August 22, 2014.
LOCATION:	Memphis, Tennessee

The United States Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of United States Pretrial Services Receptionist in the Memphis, Tennessee Pretrial Services Office. This position is for a term of one year and one day, subject to availability of funding. The possibility exists that this position *could* be extended beyond the one year and one day term or converted to permanent status, but there is absolutely no guarantee.

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Salary and Benefits Information: Most positions in the United States District Court are classified and paid under the Judiciary Salary Plan or the Court Personnel System which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines. The most suitable applicants will be invited for a personal interview at their own expense. Relocation expenses will not be paid. A second interview may be required. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Applicants must be United States citizens or eligible to work in the United States. Work performance is of a confidential nature and is protected under the Pretrial Services Confidentiality regulations issued under Title 18 U.S. Code, Section 3153(c)(2).

THE DISTRICT

The Western District of Tennessee geographically consists of a 22-county area. A satellite office is located in Jackson, Tennessee.

POSITION DESCRIPTION

A United States Pretrial Services Receptionist provides office reception in accordance with internal policies and procedures, and provides light administrative support to pretrial services officers in a wide range of areas, including preparing form documents and correspondence and creating and maintaining case files.

Representative Duties

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Inform defendants reporting for supervision or investigation on procedures for completing appropriate forms. Advise defendants reporting for the first time regarding officer assignment and basic initial procedures.
- Scan case files in accordance to established procedures.
- Quality check all scanned documents to ensure each has been correctly uploaded and organized in the PACTS Document Imaging Module (PDIM).
- Open and date stamp and distribute incoming U.S. Mail. Retrieve incoming mail from Clerk's Office; sorts and distributes to staff.
- Create new investigative files and maintain files up to date and in accordance with established office policies and procedures.
- Keep forms copied and available.
- Provide light clerical support to agency staff.
- Perform other related duties as required.

QUALIFICATIONS

Applicants must have graduated from high school or the equivalent. For placement above the starting salary of \$25,299 the successful candidate must have at least one year of general office experience, including the use of computers, multi-line phones 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.

HOW TO APPLY

Applicants must electronically submit a cover letter, resume, and AO78, [Application for Judicial Branch Federal Employment](#), with attention to Carolyn W. Moore, Chief U.S. Pretrial Services Officer at tnwptjobs@tnwd.uscourts.gov.

First consideration for this position will be given to complete application packets received by 4:00 p.m., August 22, 2014.

Only candidates selected for an interview will be contacted.

More than one position may be filled from this announcement.

This position is open to all qualified individuals.

**THE UNITED STATES PRETRIAL SERVICES OFFICE FOR THE WESTERN
DISTRICT OF TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER**