



**UNITED STATES PROBATION OFFICE  
CENTRAL DISTRICT OF ILLINOIS**

Michael Martens  
Chief U.S. Probation Officer

**CAREER OPPORTUNITY – ILCP 2024-01**

**U.S. Probation Clerk**  
(full time, excepted service position)

Court Personnel System Classification Level: CL 23  
Starting Salary Range: \$39,212 - \$63,744

Promotion potential at the discretion of the Chief U.S. Probation Officer without further competition.  
Salary matching not guaranteed. This vacancy is contingent upon budget availability.

**Opening Date:** Friday, March 15, 2024      **Closing Date:** Friday, April 5, 2024

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The U.S. Probation Office for the Central District of Illinois is seeking qualified applicants for the position of U.S. Probation Clerk in the Peoria divisional office. The successful applicant will be part of a support team providing assistance to probation officers. This is a fast-paced position handling multiple duties at one time. The U.S. Probation Office for the Central District of Illinois has 48 staff members in divisional offices located in Peoria, Springfield, Rock Island, and Urbana. The incumbent will work in the Peoria office and must live within a reasonable commuting distance (within 45 minutes of the Peoria office).

**Representative Duties**

The probation clerk will be responsible for greeting and directing visitors/clients; answering the phone and directing calls to the appropriate staff member; sorting, identifying, recording and distributing incoming mail, providing clerical support to U.S. Probation Officers, opening and closing cases, providing assistance with investigations, and maintaining both paper and electronic files.

**Minimum Qualifications**

High school graduation or the equivalent. Candidate must also have a minimum of one year of clerical/office experience, including the use of computers, multi-line phones, and scanning equipment.

**Preferred Qualifications**

Preference will be given to applicants that have some court or legal office experience.

Excellent written and oral communication skills.

Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.

**Benefits**

Employees of the United States Probation Office are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered 'at will' employees. Judiciary employees have the following benefits:

- 11 paid Federal holidays
- Paid annual leave and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP), with employer matching contributions

- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental dental and vision benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible benefit program for health care reimbursement and child care reimbursement

### **Application Procedures**

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Please submit the following:

- 1) Cover letter
- 2) Resume
- 3) A completed *Application for Judicial Branch Federal Employment* (AO-78). You may download the application [www.ilcp.uscourts.gov/career-opportunities](http://www.ilcp.uscourts.gov/career-opportunities).

Mail application packet to: U.S. Probation Office  
Vacancy 2024-01  
210 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

Or send via email (one pdf attachment) to [keely\\_sprague@ilcd.uscourts.gov](mailto:keely_sprague@ilcd.uscourts.gov).

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants and more than one vacancy may be filled from this announcement. Applicants must travel at their own expense and relocation expenses will not be considered. Applicants will be required to complete a background investigation and direct deposit of payroll checks is mandatory.

**The U.S. Probation Office for the Central District of Illinois is an equal opportunity employer.**