



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

Michael Martens
Chief U.S. Probation Officer

CAREER OPPORTUNITY – ILCP 2021-01

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

Court Personnel System Classification Level: CL 23
Starting Salary Range: \$34,945 - \$43,683

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: Monday, February 15, 2021 **Closing Date:** Monday, March 1, 2021

Be part of the federal judiciary where high level, cutting edge technology serves the administration of justice. The U.S. Probation Office for the Central District of Illinois is seeking qualified applicants for the position of U.S. Probation Clerk. The successful applicant will be part of the clerical support team which assists the probation officers in the division.

The U.S. Probation Office for the Central District of Illinois has 46 staff members in divisional offices located in Peoria, Rock Island, Springfield, and Urbana. The incumbent will work in the Springfield office and must live within a reasonable commuting distance.

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 support to U.S. Probation Officers, opening and closing cases, providing assistance with investigations, and maintaining both paper and electronic files.

Minimum Qualifications

Candidates must be a high school graduate or equivalent. Candidates must have at least one year of office/clerical experience, including the use of computers, multi-line phones, and scanning equipment.

Preferred Qualifications/Education

Preference will be given to applicants with experience in a court or legal office setting. Some college education would be beneficial. The team member must possess good customer service skills and be able to maintain confidentiality requirements of position.

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:

- 10 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) – similar to a 401(k) plan, 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
- Federal Employees Group Long Term Disability Program
- Long term care insurance through the Federal Judiciary

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)*. The application form can be found at www.ilcp.uscourts.gov/career-opportunities.

Mail application packet to:

U.S. Probation Office
Vacancy 2021-01
210 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Or send via email (**one pdf attachment**) to keely_sprague@ilcd.uscourts.gov.

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. Relocation expenses are not approved for this announcement. Direct deposit of payroll checks is mandatory. Applicants will be required to undergo a background investigation.

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