



**Sandra Day O'Connor  
U.S. Courthouse  
401 West Washington Street  
Phoenix, AZ 85003-2119**

### **Benefits**

Federal benefits include:

- Paid Vacation
- Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include:
  - a defined benefit program (4.4% of gross pay)
  - Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance.
- Flexible Benefits which includes medical & dependent care reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility.



**The U.S. Pretrial Services Office  
for the District of Arizona is an  
Equal Opportunity Employer**

# **U.S. Pretrial Services – District of Arizona**

## **Career Opportunity # 23-43**

### **Pretrial Services Case Administrator Assistant**

Position Type:	Full Time Regular
Salary Range:	\$43,122 - \$53,906 * (Depending on qualifications and experience)
Job Grade:	CL 24
Open Date:	August 7, 2023
Closing Date:	Open until filled
Location:	Phoenix, AZ

### **MISSION STATEMENT**

To assist the federal courts in the fair administration of justice. To protect the community. To bring about long-term positive change in individuals under supervision.

The United States Pretrial Services Office upholds the constitutional principles of the presumption of innocence and right against excessive bail for pretrial defendants by appropriately balancing community safety and risk of nonappearance with protection of individual liberties.

### **POSITION OVERVIEW**

The incumbent will perform the duties of the receptionist which include both in-person and telephone communications for the Pretrial Services front desk. The incumbent will also utilize the Probation and Pretrial Automated Case Tracking System (PACTS) for case management. The work is fast-paced and demanding. All employees assigned to this unit need to be able to work well under pressure and adjust to a diversified work force and clientele.

*\*NOTE: The salary range listed above (\$43,122 - \$53,906) reflects the expected ENTRANCE salary range of this position based on qualifications, experience, and location. The FULL salary range potential of this position is \$43,122 - \$70,082 annually.*

### **REPRESENTATIVE DUTIES**

- Reconcile and distribute the daily magistrate calendars.
- Delivering reports to chambers/courtrooms.
- Preparing inter-office/outgoing mail for distribution
- Update electronic files and caseload logs, compilation of data for statistical reports.
- PACTS (national automated database) data entry.
- Handle multiple priorities and use discernment to prioritize tasks efficiently and effectively throughout the day.
- Electronically file Pretrial Services reports.
- Conduct collateral investigations.

Additional duties will include:

- Answer and screen incoming telephone calls.
- Receive and direct visitors to appropriate locations.
- Answer routine inquiries and assist the public as authorized.
- Receive, screen, and route incoming mail to the appropriate persons or offices.
- Use the Pretrial Services statistical database for case management, to monitor case activity from initial data entry of the case to disposition.

## Divisional Office

### Locations:

**Sandra Day O'Connor**  
U.S. Courthouse  
401 W. Washington St.  
Phoenix, AZ 85003

**Flagstaff AWD Building**  
123 San Francisco Street  
Flagstaff, AZ 86001

**John M. Roll**  
U.S. Courthouse  
98 West 1st Street  
Yuma, AZ 85364

### How to Apply

Applicants must submit the following:

- Cover letter
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations OR two letters of recommendation.
- Typing certificate indicating at least 50 wpm, which can be obtained at <https://www.ratatype.com>

Go to our web site: <https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.



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### MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate or equivalent and have two years of general experience. General experience is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience. The successful applicant must be able to type a minimum of 50 words per minute. (A typing certificate is required).

### PREFERRED QUALIFICATIONS

Preference will be given to applicants who have:

- Court or Legal office experience, and
- Bi-lingual Spanish.

### APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.