



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 25-8 (Jackson, Mississippi)**

Position:	Administrative Support I
Location:	Jackson, Mississippi
Closing Date:	Open Until Filled - Multiple positions may be filled from this vacancy announcement.
Salary:	Starting: CPS CL 23 Step 1 - \$40,346 with eventual promotion potential to CL 24 - \$44,701 - \$72,654 without further competition. Salary is based on experience and qualifications in accordance with the Court Personnel System.
Type of Appointment:	Full-Time/Provisional to Permanent, pending a favorable background investigation determination by the court.
Application Procedure:	Applicants must submit a Federal Judicial Branch Application for Employment Form AO 78 in its entirety (including "Optional Background Information) which can be found at https://www.mssp.uscourts.gov/employment-opportunities , a cover letter which addresses qualifications, skills, and experience necessary to perform the duties, and resume via email in PDF to: mssp_jobs@mssp.uscourts.gov listing Vacancy Announcement 25-8 Administrative Support I Jackson in the subject line.

Job Summary: Administrative Supports perform administrative duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports, and greeting visitors or clients.

Representative Duties: The following are intended to provide generalized examples of major duties and responsibilities of this position.

- Perform receptionist duties by greeting visitors or clients in person and on the telephone, answering routine questions, and directing visitors or callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.

- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, maintain staff calendars, and other assigned duties.

Required Education/Experience: Minimum requirements are high school graduate, two years general experience (one academic year equals one-year general experience), and knowledge and experience with Windows, Adobe, and Microsoft Word. Direct experience with law enforcement agency or education in criminal justice is preferred.

Conditions of Employment: Applicants must be citizens of the United States of America or be eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal records checks will be conducted. In addition, as conditions of employment, incumbent will be subject to updated background investigations every five years or as deemed necessary. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory Electronic Funds Transfer (EFT) for payment of net pay.

Benefits: The U. S. Probation Office falls within the Judicial Branch of the U. S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrift Savings Plan (similar to a 401 K plan with employer matching contributions), paid holidays, and annual and sick leave accrual.

Application Information: Applicants must submit (1) A Federal Judicial Branch Application for Employment Form AO 78 in its entirety (including “Optional Background Information), which can be found at <https://www.mssp.uscourts.gov/employment-opportunities>, (2) a resume and (3) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent via e-mail to mssp_jobs@mssp.uscourts.gov with **Vacancy Announcement 25-8 Administrative Support I Jackson** in the subject line. E-mailed documents must be in PDF. The position is open until filled.

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. Applicants must travel at their own expense. Relocation expenses are not reimbursable.

Disclosures:

The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States Probation Office requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with interviews or pay for any relocation expenses. We appreciate your interest in employment with our district.

~THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER~