



**U.S. PROBATION/PRETRIAL SERVICES OFFICE  
DISTRICT COURT OF THE UNITED STATES VIRGIN ISLANDS**

**VACANCY ANNOUNCEMENT  
(NO. 2019-VI-STT-01)**

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**Position:** Operations Support Specialist (Full-time)

**Location:** St. Thomas/St. John Division

**Salary Range:** CL 23/01(\$33,086.00) - CL 24/25 (\$59,557.00) plus 13.01% COLA  
(Starting salary dependent on qualifications)

**Opening Date:** 12/26/2018 **Closing Date:** 01/18/2019

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The U.S. Probation Officer is currently accepting applications for the position of Operations Support Specialist. The incumbent provides office reception in accordance with Internal policies and procedures; provide some administrative support to probation officers in a wide range of areas, including creating and maintaining files, scanning documents into electronic databases and providing other administrative support as required.

**Major Duties:** Incumbent must be capable of managing and performing front office and intake tasks; answering and directing phone calls and visitors; organizing and preparing case files in accordance with established case management procedures. Scanning documents, entering sentence/supervision case file and statistical data into automated databases. Conducting offender checks using various databases. Assist officers in completion of routine forms and records. Monitor supply inventories to include drug treatment supplies, electronic monitoring equipment and general office supplies. Maintain calendars, travel records and other records and files for Chief, Deputy Chief and senior managers. Serve as back-up for Administrative Services Manager. Entering and processing payment vouchers, purchase orders in Judiciary Integrated Financial Management Systems (JIFMS) for supplies, equipment, furniture and furnishings and miscellaneous services for the local office. Perform certain human resources duties when required. Periodic travel to the St. Croix office may be required.

**Qualifications:** The minimum qualification requirement for this position is high school diploma and two years of general experience equivalent to work at the CL-23 level. General experiences is progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

To qualify for the CL24 level - one year of specialized experience equivalent to work at the CL 24 level is required. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**Court-Preferred Skills:** A Operations Support Specialist must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition; possess the ability to and desire to function effectively and harmoniously in the office environment.

A **college degree** from an accredited educational institution in business administration, criminal justice or other related fields. Bi-lingual: English/Spanish.

**Conditions of Employment:** The U.S. Probation Office is part of the Judicial Branch of the United State Government. Judiciary employees serve under the “Excepted Appointment” status and are considered “At-Will” employees. Applicant must be a United States citizen or eligible to work in the U.S. Candidates will be subject to fingerprinting, pre-employment background investigation, and financial/credit record checks. This position is subject to mandatory Direct Deposit participation for salary compensation.

**Application Process:** Qualified candidates should submit a cover letter along with their resume, list of references and AO78 Application for Judicial Employment. The application can be downloaded from <http://www.uscourts.gov>. Submit application package in one PDF document via email to: [HR\\_Probation@vip.uscourts.gov](mailto:HR_Probation@vip.uscourts.gov). Please enter “Application for Operations Support Specialist-2019-STT-01” in the email subject line.

**The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either which may occur without prior written notice. Due to the volume of applications expected, only applicants who are selected for an interview and testing will receive a written notification. No telephone calls please.**

**The U.S. Probation/Pretrial Services Office is an Equal Employment Opportunity Employer**