



Ron Travers  
Chief U.S. Probation Officer

#### MISSION

*We provide the highest level of service to the Court, community, defendants and persons under supervision, our stakeholders, and to each other.*

#### VISION

Efficient - Effective - Excellent



## U. S. PROBATION AND PRETRIAL SERVICES DISTRICT OF NEW MEXICO

### ADMINISTRATIVE SUPPORT 1

VACANCY # 24-05

*The United States Probation and Pretrial Services Office for the District of New Mexico is committed to the fair administration of justice, transforming the lives of those we serve, and strengthening our communities. Our office serves diverse communities and is a strong supporter of inclusion and staff diversity.*

<b>POSITION:</b>	<b>Administrative Support 1</b>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>
<b>CLASSIFICATION:</b>	<b>CL 23</b>
<b>SALARY RANGE:</b>	<b>\$39,625- \$46,649/year DOE</b>
<b>OPENING DATE:</b>	<b>April 29, 2024</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>

#### POSITION OVERVIEW:

The United States Probation and Pretrial Services Office is currently accepting applications for a full-time Administrative Support 1. This position is accompanied with a complete benefits package.

#### REPRESENTATIVE DUTIES:

- Perform receptionist duties by greeting visitors/clients in person and via telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Screen and route incoming mail and prepare outgoing mail for delivery.
- Make copies of documents for distribution or filing.
- Upload documents and case files into a document imaging case management system.
- Deliver and pick-up documents and distribute faxes.
- Adhere to all human resources policies and the Code of Conduct for Judicial Employees.
- Perform other duties as assigned.

## BENEFITS:

- Paid Annual Leave
- Paid Sick Leave
- Paid Federal Holidays
- Paid Parental Leave after one year of full-time employment
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)-401 (k)-styled program with up to 5% match
- Transit subsidy
- Credit for prior Federal Government service
- Mandatory electronic deposit of salary payment

## HOW TO APPLY:

To be considered for this position, qualified applicants must submit a complete application packet which includes:

- Letter of Interest
- Resume
- Copy of high school diploma/GED
- AO 78, Application for Federal Judicial Branch Employment found at:

<https://www.nmpp.uscourts.gov/career-opportunities>

Any incomplete packet will result in disqualification. All application packets must be emailed in ONE PDF document only and sent to: [uspojjobs@nmp.uscourts.gov](mailto:uspojjobs@nmp.uscourts.gov)

### Ron Travers

Chief U.S. Probation Officer  
333 Lomas Blvd. NW, Suite 170  
Albuquerque, New Mexico 87102  
Attn: Lisa A. Errico  
Human Resources Specialist

## QUALIFICATIONS:

Required:

High School graduate or equivalent ***plus*** two-years' general clerical or office experience. This 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 based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.

The successful applicant must:

Possess good multi-tasking skills and have strong interpersonal/verbal communication skills, be a team-player and flexible in a changing environment, possess strong computer skills, utilizing word processing and database applications, maintain confidentiality, and practice good work ethics.

Only the most qualified applicants will be contacted, tested and/or interviewed.

Financial and background check outcomes must be favorable. Financial rating must be in good standing, devoid of late payments and collections.

## INFORMATION FOR APPLICANTS:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice.
- This job announcement may involve filling more than one position described herein.
- If a subsequent vacancy of the same position becomes available within 90-days of the vacancy close date or date filled (whichever is the most recent), the Chief United States Probation Officer has the discretion to select a candidate from the original qualified applicant pool.
- This position may also be assigned to a different unit other than the one posted, dependent upon the needs of the District.
- Travel and relocation expenses will not be paid.

***The U. S. Probation and Pretrial Services Office for the District of New Mexico is an Equal Opportunity Employer.***