



## Administrative Assistant

### UNITED STATES PROBATION

Middle District of Florida

[www.flmp.uscourts.gov](http://www.flmp.uscourts.gov)

Announcement # 25-14

<b>Position</b>	Administrative Assistant
<b>Date Opened</b>	April 22, 2025
<b>Closing Date</b>	May 06, 2025
<b>Location</b>	Jacksonville, Riverview or Carrollwood, FL
<b>Classification Level &amp; Salary Range</b>	\$44,259 - \$71,932* (CL 24/1 – CL 24/61)

\*Based on salary history with the judiciary. Promotional potential to CL 25 without further competition based on performance.

### Introduction:

The United States Probation for the Middle District of Florida is seeking qualified applicants for the position of Administrative Assistant. This position is an administrative support career line only and not a probation officer line career ladder position. The Administrative Assistant provides a variety of administrative and technical assistance to the Probation Office's executive team and support staff in a wide range of areas, including assisting with procurement, property management, travel, and fleet maintenance, to ensure the smooth and efficient operation of the agency. The incumbent is expected to work closely with headquarters staff, as such, the location will be Jacksonville, Riverview or Carrollwood, FL. The permanent station of this position remains at the discretion of the Chief U.S. Probation Officer, in-district travel (including overnights) to other location may be necessary.

The Middle District of Florida is a progressive district that values continual growth and development and collaborative learning through shared experiences. We believe that leadership is a shared responsibility of all team members, and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

Geographically, the district covers thirty-five counties from the Georgia border in the northeast to south of Naples on Florida's southwest coast. There are five divisional offices located in Tampa, Jacksonville, Ocala, Orlando, and Fort Myers, and satellite offices in Cocoa and Sarasota.

**Probation Office Mission Statement:**

Middle District of Florida Probation Office will protect the public, promote the fair and impartial administration of justice, and facilitate meaningful positive changes in the lives of others.

**Probation Office Vision Statement:**

The Middle District of Florida Probation Office will be the gold standard for community corrections agencies. We will set the benchmark for best practices and continually seek to raise the bar. We will provide superior service, complete superior investigations, engage in superior supervision, and have the greatest positive impact on others, the community, and society. We will do so by equipping, empowering, and engaging a highly developed, talented, and motivated staff, one in which all members collaboratively cultivate a culture that embodies our core values and guiding principles.

**Representative Duties:**

- Initiates vehicle procurement action on replacement and additional vehicles based on replacement standards in consultation with Chief Probation Officer or designee. Coordinates receipt of new vehicles and assigns to appropriate office.
- Manages vehicle licensure and registration with DMV. Submits registration information to DMV; ensures all DMV records are correct.
- Reviews and processes monthly invoices for leasing expenses, fuel, maintenance, repair, and carwash expenses.
- Serves as the primary contact for employees seeking maintenance or repair on GSA vehicles. Maintains accurate and current preventative maintenance list and repair and records them in the General Services Administrative (GSA) maintenance database.
- Manages the administrative process associated with vehicle accidents and incidents and documenting outcomes. May coordinate with HR when injuries are reported.
- Routinely performs financial duties such as processing invoices for payment and other financial transactions using judiciary's automated financial tracking systems (JIFMS). Maintains administrative records and documents pertaining to the account.

- Serves as a financial system approver for purchase orders and 1st level payment approver. Reviews orders and payments for accuracy and adherence to appropriate guidelines, policies, and internal controls prior to approval.
- Processes purchase orders and invoices as authorized, ensuring accuracy and appropriateness. Advises staff on purchasing matters and prepares purchase orders for necessary goods and services.
- Monitors funds obligated and expended for purchases. Ensures that accounts have funds available for items being purchased. Assist with providing budgetary information for spreadsheets and databases used to track certain expenditures. Maintain purchasing records and reports.
- Processes invoices for Verizon cellphones and other telecommunications and internet service providers.
- Prepares purchase orders for interpreters as needed and processes invoices for payment in JIFMS.
- Prepares travel authorizations (TA1) and assists in processing travel vouchers.
- Performs data entry and reconciles reports; creates and maintains computerized logs for various financial processes.
- Assists Procurement Specialist with orders, repairs, and oversees maintenance on office equipment.
- Maintains logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics; gathers data for management review. Generates standard reports from databases.
- Maintains office supplies and office equipment, arranging for service and repairs, as required.
- Maintains the Chief Probation Officer's appointment calendar, correspondence files, and document control records. Serves as the focal point for the collection of all delegations and agency policy procedure manuals.
- Serves as a Level 2 contracting officer and provides backup support as a Level 3 contracting officer to assist the Procurement Specialist as needed.

**Minimum Professional Qualification Requirements:**

High school diploma, two years of general experience, and one year of specialized experience.

General Experience is defined as: 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 position's duties.

Specialized experience is defined as: Progressively responsible clerical or administrative experience in a position which demonstrate the knowledge, skills and abilities to perform the required duties.

**Personal Characteristics and Skills:**

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance, demeanor, and strict confidentiality at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, loyal, and accountable.

Candidates must have excellent customer service skills. The position requires exceptional skills in a wide range of computer applications, e.g., Microsoft Office, Adobe, and database; excellent communication skills (both written and oral); and strong office and organizational skills.

The ability to work in a fast-paced and deadline driven environment, and the ability to work both independently and as part of a team is a must.

**Conditions of Employment:**

All court employees, including U.S. Probation Office are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee. Middle District of Florida employees will also demonstrate the agency's Shared Values and Guiding Principles.

All information provided by applicants is subject to verification FBI background check. 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.

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

The U.S. Probation Office provides reasonable accommodations to applicants with disabilities.

The position(s) will be filled in accordance with the Employment Dispute Resolution Plan (EDR) as adopted by the United States District Court for the Middle District of Florida.

**Benefits:**

- 13 days of vacation for the first three years (increases with tenure)
- 13 days of sick leave per year
- 11 paid holidays
- Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage
- Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K)
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

**How to Apply:**

If you have applied to the Administrative Assistant previously advertised, you will need to re-apply in order to be considered.

Applicants must submit an application packet containing the below materials at:

<https://flmp.hire.trakstar.com/jobs/fk0p8ct/>

- A Letter of Interest that includes: (1) a detailed narrative addressing your personal characteristics, specific qualifications, and relevant experience for the Administrative Assistant position; and (2) the knowledge, skills, and abilities you possess that will enable you to perform the duties of the position.
- A Current Resume
- AO78 Application for Judicial Branch Employment

[https://www.uscourts.gov/sites/default/files/ao\\_078-08-2024\\_1.pdf](https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf)

The United States Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the United States Probation Office may elect to select a qualified candidate from the original applicant pool.

Due to the volume of applications received, the United States Probation Office will only communicate to those individuals who will be selected for an interview.

The Probation Office will not reimburse candidates for travel in connection with interviews or pay for relocation expenses.

**UNITED STATES PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER**