



# VACANCY ANNOUNCEMENT

## UNITED STATES PROBATION OFFICE

Southern District of Iowa

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

**Position:** Administrative Assistant  
**Posting:** 25-05  
**Opening Date:** May 7, 2025  
**Closing Date:** Open until filled  
**Location:** Des Moines, IA  
**Classification Level/Salary Range:** CL 24 (\$44,618 to \$72,516); salary is based on experience and qualifications in accordance with the Court Personnel System.

The U.S. Probation Office for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

### **Position Overview**

The U.S. Probation and Pretrial Services Administrative Assistant is responsible for providing meaningful assistance to the office while performing a wide range of duties and responsibilities. The person selected for this position will be expected to work within the office.

### **Duties and Responsibilities**

The duties include but are not limited to the following:

- Performs general administrative support such as filing, copying, distributing mail, and inputting data into electronic databases.
- Greets visitors/callers in-person and by telephone, answers routine questions, and directs visitors/callers to the appropriate person.
- Prepares and processes forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Independently, or with minimal direction, formats, edits, and finalizes reports and correspondence.
- Maintains a physical presence within the office to ensure office functionality.
- Performs other duties as assigned.

### **Qualifications**

The candidate at minimum must be a high school graduate, or equivalent, and have at least one year of specialized experience.

Must have strong customer service skills and excellent computer skills. The candidate must have the ability to take initiative, handle multiple priorities, and respond to requests on short notice. The candidate must have excellent interpersonal and communication skills (written and verbal) and the ability to work well with others. The candidate must have well-developed organizational and time management skills. The candidate must have a positive attitude and present a professional image for the office.

**Benefits**

Benefits include eleven paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan, and Flexible Benefits Program is also available.

**Conditions of Employment**

Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States Probation Office for the Southern District of Iowa are at will and can be terminated with or without cause at any time.

**Miscellaneous**

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. Probation Office for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Probation Office for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior notice.

The U.S. Probation Office for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

**For Consideration**

Qualified applicants should submit a cover letter, resume, AO78 form, and most recent performance evaluation.

Email all documents as a single pdf to: [applications@iasd.uscourts.gov](mailto:applications@iasd.uscourts.gov). Any inquiries regarding the posting, the application process, or follow up calls should be directed to Mindi Shepherd, HR/Training Manager via the above e-mail or phone (515) 284-6392.

**The Southern District of Iowa is an Equal Employment Opportunity Employer**