



Leon A. Epps, Jr.
Chief U.S. Probation Officer

**U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF MARYLAND**

**VACANCY ANNOUNCEMENT #24-03
EXECUTIVE ASSISTANT**

Position: EXECUTIVE ASSISTANT

Position Location: Baltimore, MD

Salary Range: CL 27 (\$66,197 - 107,614) with promotion potential to CL-28 (\$79,339 - \$128,992) without further competition. **Starting salary is dependent upon education, experience, and qualifications.

Closing Date: Open Until Filled.

The United States Probation & Pretrial Services Office for the District of Maryland serves the Court and the community by promoting public safety and supporting the fair and equitable administration of justice. We strive to provide a seamless continuum of superior investigation and supervision services through a professional and impartial approach. We pledge to maintain integrity and to treat all persons with dignity and respect.

Major Duties/Responsibilities

Provide direct support to the Chief Probation Officer to include:

- Answer and screen calls, greet visitors, process mail, answer routine inquiries and provide general assistance to the public, judges and their staff, and other Court units.
- Manage calendars and assist in planning appointments, meetings, and conferences.
- Make travel arrangements and process travel vouchers for reimbursement.
- Prepare correspondence, reports, and other materials. Proofread materials.
- Maintain electronic and paper records, ensuring information is organized and easily accessible.
- Conduct research and prepare information/reports as assigned.
- Create and maintain spreadsheets.

Provide administrative support to the Deputy Chief Probation Officer as needed.

Provide assistance to the Director of Operations to include finance, budget, procurement, and management analyst duties, as well as support of various programs in the organization.

Provide administrative and operational support to the senior managers as needed, as well as for office functions and special projects.

Perform other related duties as assigned.

Qualifications Required

High school diploma or equivalent.

At least 2 years in an executive assistant or similar type position, to include financial responsibilities.

Knowledge of administering budgets and providing data analysis, as well as knowledge of procurement and property management.

Ability to consistently demonstrate sound judgement, act with diplomacy, and maintain strict confidentiality.

Must possess integrity, tact, maturity of judgment, and trust.

Excellent oral and written communication skills.

Excellent interpersonal skills and professional demeanor.

Ability to interact effectively, appropriately, and tactfully with a wide variety of people of diverse backgrounds, providing customer service and resolving difficulties.

Excellent organizational and administrative skills; accuracy and attention to detail are essential. Ability to manage multiple tasks, priorities, and deadlines.

Critical thinking and problem-solving skills.

Strong knowledge and skill in use of personal computers, Windows, Microsoft applications (Word, Excel, PowerPoint) and Adobe.

Flexibility in adapting to and embracing workplace changes.

Conditions of Employment/Requirements

Applicants must be United States Citizens or eligible to work in the United States.

All employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false answers or omissions of information on application materials or inability to meet the conditions/requirements may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employee Benefits

[Benefits | United States Courts \(uscourts.gov\)](#)

Telework options – after 6 months, may telework 1 day a week; after 1 year may telework 2 days a week.

Earn 104 hours paid vacation per year; 160 hours after 3 years; and 208 hours after 15 years.

Earn 104 hours of paid sick leave per year.

11 paid holidays per year.

Application Instructions

Qualified applicants must email a cover letter and resume to applications@mdp.uscourts.gov. The subject line should state – Executive Assistant Application 24-03.

All applications will be reviewed and only the most qualified applicants will be invited for an interview. Applicants who do not meet the specified qualifications will not be considered.

The agency does not reimburse travel expenses related to an interview or pay relocation expenses.

Additional Information

Employees of the U.S. Probation & Pretrial Services Office are excepted appointments, not civil service. Excepted appointments are “at will” and can be terminated without cause.

The U.S. Probation & Pretrial Services Office reserves the right to amend or withdraw this announcement, fill the position at any time, or hire more than one applicant from this announcement, all with or without written notice to applicants or further advertising. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES DIVERSITY AND INCLUSIVENESS.