



**United States Probation
Eastern District of New York**

Vacancy #: 19-04

Position Title: Treatment Program Assistant

Duty Station: Brooklyn, NY

Term: Temporary with potential to become permanent

Closing Date: Friday, April 19, 2019

Starting Salary: CL 24 - \$41,968 - \$52,028*
CL 25 - \$46,342 - \$57,465*

*** Salary will be set based on selected candidate's experience and qualifications and in accordance with agency's salary setting policy.**

OVERVIEW:

New York Eastern Probation covers Brooklyn, Queens, Staten Island and Long Island. There are two divisional offices (located in Long Island, New York and Queens, New York) and one main office in Brooklyn, New York.

We are now accepting applications from qualified candidates for the position of Treatment Program Assistant. The incumbent provides technical and administrative support and will perform the following duties:

REPRESENTATIVE DUTIES:

Assists during the formal contracting cycle. Participates in the solicitation of vendors for Substance Abuse, Mental Health, and Sex Offender contract proposals.

Assists with negotiating non-competitive purchase orders, to include, the completion of the packets and the timely submission of all necessary paperwork.

Assists with entry of all vendor and offender information into our computer data-based system (PACTS).

Conducts initial review of vendor invoices to determine accuracy.

Assists with the verification of clinician's credentials.

Engages with treatment providers telephonically and in writing, as needed, to address billing process errors to reconcile and resolve billing discrepancies.

Reviews, reconciles and inputs monthly treatment invoices. Monitors the accurate submission of billing documents to ensure the appropriate disbursement of funds. Enters the data into PACTS, runs validation reports for each invoice.

Scanning Monthly Treatment Reports (MTRs) and additional documentation from treatment vendors into the PACTS Client Document Imaging Module.

Creates and maintains spreadsheet of expenditures on a monthly basis for all vendors.

During contracting or renewal process, assists with preparing packets and timely submission of all necessary paperwork.

Rollover of all vendor and offender information into PACTS at the beginning of the fiscal year.

Performs routine clerical duties: such as drafting correspondence, data entry, filing, scanning, and ordering supplies. Disseminates monthly treatment documents to probation officers for followup. Files and scans completed invoices and other documents, as required.

Conducts monthly statistical extractions of data.

Prepares and organizes work for annual internal audits and for the Administrative Office audits that occur every 30 months.

Perform other duties as assigned.

MINIMUM POSITION REQUIREMENTS:

High school graduate or equivalent, two years of general experience and at least one year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Excellent oral and written communication skills.

Ability to work under pressure of all agency imposed deadlines.

Ability to follow detailed instructions accurately.

Skilled in the use of automated equipment including word processing, spreadsheet and database applications, and various other types of software. Ability to use computer software and database systems to perform a wide-variety of functions.

PREFERRED QUALIFICATIONS:

Knowledge of Microsoft Excel.

Proficient in accounting or billing practices.

The successful candidate must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgment, initiative and the possess ability to work with others.

CONDITIONS OF EMPLOYMENT:

The final candidate will be subject to a background investigation, which includes criminal history fingerprinting and a credit check. Employment offer will be contingent upon favorable response from investigation.

APPLICATION PROCEDURES:

Interested and qualified applicants must submit an Application For Judicial Branch Federal Employment (AO78), current resume, a cover letter detailing relevant experience, skills and abilities and an “unofficial” college transcript, if applicable. Official transcripts will be required if applicant is granted an interview. If emailing submission, documents should be submitted as one pdf document. The AO78 can be found on our website by visiting www.nyep.uscourts.gov.

Please submit application packet by close of business on **Friday, April 19, 2019**.

New York Eastern Probation
147 Pierrepont Street
Brooklyn, New York 11201
Attention: Human Resources Division – NYEP-1904
Email: NYEP_Human_Resources@nyep.uscourts.gov

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