



**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT**

OPENS: November 12, 2018

CLOSES: November 26, 2018

POSITION TITLE:

PROBATION SUPPORT TECHNICIAN

LOCATION:

**U. S. Probation Office
Eastern Judicial District of California
(Duty Station: Fresno or Bakersfield)**

LEVEL:

**Classification Level (CL) 24
Fresno: \$36,645 - \$59,557 per annum (Pay Table RUS)
Bakersfield: \$41,473 - \$67,404 per annum (Pay Table LA)**

VACANCY ANNOUNCEMENT:

19-PST-01

(The salary at time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for Federal Judiciary employees currently employed in other districts. A lateral transfer is considered a Federal Judiciary employee's current Classification Level [up to CL-25] and Step from their current pay table to Pay Table RUS [Fresno], Pay Table LA [Bakersfield]. The agency is unable to match locality pay.)

Candidates appointed at CL-24 will have a potential promotional opportunity to CL-25 Probation Services Assistant without further competition (based upon performance and budgetary funding.)

Candidates will find the U.S. Probation Office in the Eastern District of California is a great place to launch or continue a career with the federal court system. We offer a stable, positive and professional work environment, a competitive salary range and full federal benefits. Our agency is currently comprised of 80 staff members and our district headquarters is located in Sacramento with a divisional office located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

Geographically, the Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield.

Job Summary: The Probation Support Technician is a non-law enforcement officer position that provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

Representative Duties: Under the direct supervision of Supervisory Probation Officers, the incumbent performs the following duties for the U.S. Probation Office.

Representative duties include, but are not limited to, the following:

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.

- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide backup reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

Qualifications: The minimum qualification requirement for this position is one year of specialized experience equivalent to work at the CL-23 level. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Court-Preferred Skills: A Probation Support Technician must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition; possess the ability and demonstrate the willingness to increase knowledge and skills; possess the ability and desire to function effectively and harmoniously in the office environment; possess demonstrated and sustained exceptional work performance. The following are desirable skills for a Probation Support Technician; however, are not required: four year degree; Bi-lingual: English/Spanish.

Required Clearances: A criminal background investigation (requiring the applicant to be fingerprinted) will be conducted on the person selected for hire.

Citizenship: Applicant must be a U.S. citizen or a lawful permanent resident that is eligible to work in the U.S. and is either currently seeking U.S. citizenship or intends to become a U.S. citizen when eligible. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

Employee Benefits: United States Probation Office employees are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits are:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (13 days per year).
- Participation in the Federal Employees Retirement System and in a tax-deferred and/or Roth Thrift Savings Plan (TSP)--similar to a 401K plan.
- Voluntary participation in a Federal health insurance, dental, and vision programs.
- Voluntary participation in the Federal Employees' Group Life Insurance Program.

- Up to 10 paid holidays per year.
- Optional enrollment in the Federal Judiciary employees' Flexible Spending Accounts (FSAs) and commuter benefits programs; OPM's Long Term Care Insurance.
- Time-in-service with other Federal Agencies and prior military service will be taken into consideration in computing employee benefits.

Application Process: To apply for this position, qualified applicants are required to submit the following **in one pdf document in the following order:**

- An introductory cover letter indicating the reason the applicant is seeking the position. The cover letter should be addressed to Robert A. Ramirez, Chief U.S. Probation Officer, U.S. Probation Office, 501 I Street, Suite 2500, Sacramento, California 95814
(Please indicate in your cover letter your duty station preference: Fresno, Bakersfield, or both locations.)
- AO-78, Federal Judicial Branch Application for Employment
(download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- Any additional attachments applicant would like to submit (i.e., professional certifications)
- Title the pdf document as follows: Last Name - First Name - 19-PST-01
- Email to: caep_hr@caep.uscourts.gov

Failure to submit the above documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

- * The United States Probation Office, Eastern Judicial District of California, is headquartered in Sacramento, with offices in Roseville, Elk Grove, Redding, Modesto, Fresno (Divisional Office), Visalia, and Bakersfield. Although it is the agency's practice to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- * All employees (except law enforcement officers) of the U. S. Probation Office are considered "at will" employees and, as such, can be terminated with or without cause by the Court.
- * The U.S. Probation Office is not authorized to reimburse applicants for interview or relocation expenses.
- * This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- * The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- * More than one position may be filled from this announcement.
- * Qualified applicants may be required to complete a written test/exercise prior to consideration of an interview.
- * Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.
- * Applications received after November 26, 2018, will not be considered.

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