



U.S. Probation Office
Eastern District of CA
501 I Street, Suite 2500
Sacramento, CA 95814

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match

*Candidates may express their interest in any of the Sacramento area duty stations; however, the duty station will be at the discretion of the Chief.

**Based upon performance, accretion of duties, and budget, this position may have the opportunity to promote up to Classification Level (CL) 25 without further competition.

Sacramento Area Pay Table:

CL-23: \$38,085 - \$61,893
CL-24: \$42,171 - \$68,557
CL-25: \$46,589 - \$75,704

Fresno Pay Table:

CL-23: \$34,945 - \$56,790
CL-24: \$38,694 - \$62,904
CL-25: \$42,747 - \$69,462

The U.S. Probation Office for the Eastern District of California is an Equal Opportunity Employer.

U.S. PROBATION OFFICE EASTERN DISTRICT OF CA

Vacancy Announcement (VA): PST-21-01

Probation Services Technician

LOCATION: Sacramento, Roseville, Elk Grove, and Fresno, California*

REPORTS TO: Operations Team Leader

STATUS: Full-Time Permanent

CLASSIFICATION: CL-23/Step 1**
(Target Grade CL-25)

POSTED: June 14, 2021

STARTING SALARY:
\$38,085 (Sacramento Area)
\$34,945 (Fresno)

CLOSING DATE: July 6, 2021

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 Table SAC (Sacramento area) or Table RUS (Fresno). The agency is unable to match locality pay.

Position Overview

This position is located in the U.S. Probation Office (Eastern District of California). The incumbent provides administrative/secretarial support to the probation officers. The incumbent performs a variety of administrative support and technical assistance to the probation officers to ensure the smooth and efficient operation of the office.

Duties and Responsibilities include, but are not limited to the following:

Provide total administrative/secretarial support and assistance for the probation officers (i.e., Presentence Investigation Unit, Supervision Unit, Statistical Unit, or Reception). Under the general supervision of an operations team leader, the incumbent's duties and responsibilities may include any or all of the following:

- Formats, types, and edits reports developed by officers, often within a short time period. Reports include presentence reports, violation reports, and any other investigative reports etc., for the court. With direction from the officer or operations team leader, prepares petitions, orders, and papers essential to probation and parole supervision. Prepares other letters, memoranda, recurring reports and forms. Composes routine correspondence for officers.
- Sets up case folders, performs data entry, and maintains control logs.

Probation Services Technician (PST- 21-01)

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U.S. citizens or a lawful permanent resident that is eligible to work in the United States 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>.
- A criminal background investigation (requiring the applicant to be fingerprinted) will be conducted on the person selected for hire.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.

- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and, process mail requiring special handling.
- Tracks and processes monthly supervision reports and maintains a file tracking system.
- Scanning, copying, filing, stamping, and locating files and documents.
- Assists in conducting criminal record checks through local or national law enforcement databases.
- Perform receptionist duties by greeting visitors, counsel, and clients in person or on the telephone, answering routine questions, responding to and processing over-the-counter inquiries, and directing visitors and callers to the appropriate person or department.
- Performs other duties as assigned.

Minimum Qualifications (Must be met at the time of application): High school graduate or equivalent and two years of general experience.

GENERAL EXPERIENCE:

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.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Probation Services Technician (PST 21-01)

The Court reserves the right to fill more than one position from this vacancy announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

The U.S. Probation Office, Eastern 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 U.S. Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.

APPLICATION PROCESS:

To apply for the Probation Services Technician position, qualified candidates are required to submit the following **in one pdf document in the following order**:

- a cover letter* addressed to Chief U.S. Probation Officer Mindy McQuivey, 501 I Street, Suite 2500, Sacramento, CA 95814 (see instructions below)
- a current detailed resume (including training that you have completed and certifications obtained)
- AO-78, Federal Judicial Branch Application for Employment (download from <http://www.caep.uscourts.gov> or <http://www.uscourts.gov>)
- title the pdf document as follows: Last Name - First Name - 21-PST-01
- please email the pdf document to: caep_hr@caep.uscourts.gov by July 6, 2021

*The cover letter should include the following information; however, not exceed two pages:

- the vacancy announcement number (PST-21-01)
- why you are interested in the position
- overall qualities and strengths that you will bring to the position
- detailed information addressing your specific qualifications for this position
- any training that you have completed and certifications obtained (if this information is not included in your resume)
- duty station preference

Failure to submit the above-mentioned required 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.