



**U.S. Probation & Pretrial Services
District of Maine**

VACANCY ANNOUNCEMENT

Announcement Number: MEP-18-01
Position: Probation Support Technician
Type of Appointment: Full-Time Temporary
(Not to exceed one year and one day from appointment)
Salary Range: CL 23/1 – CL 23/24
\$33,086 - \$41,020
(Starting salary is dependent on qualifications and experience.)
Position Location: Bangor, Maine
Opening Date: February 2, 2018
Closing Date: March 2, 2018

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement, extend the closing date, withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice. This vacancy is open to all qualified applicants.

The U.S. Probation & Pretrial Services Office is currently accepting applications for the position of Probation Support Technician. The Probation Support Technician provides support and technical assistance to officers to ensure the smooth and efficient operation of the office.

Duties and Responsibilities

Assist probation/pretrial services officers in performing investigations of all types for the office and other districts (e.g. collateral, presentence, post sentence, etc.). Contact various local law enforcement and regulatory agencies to collect and record information for both presentence investigation and collateral investigation reports.

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.

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. Gather case statistics and provide information to data quality analyst per office policy.

Greets visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Copy and distribute documents; send and receive faxes and e-mail messages; receive, scan and distribute mail. Process outgoing mail. Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission.

Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first time regarding officer assignment and basic initial procedures.

Transport GSA Leased Vehicles for routine service and warranty work.

Perform other such duties as required.

Qualifications

Minimum Qualifications: High school graduation or equivalent and two years of general experience. General experience is defined as 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 duties of the position.

Preferred Skills and Qualifications:

- Bachelor's Degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration;
- Strong organizational skills and interpersonal skills;
- Attention to detail and ability to independently prioritize and complete multiple tasks in a timely manner;
- Ability to maintain confidences, exercise mature judgment, and work harmoniously with others.
- Results-oriented and have strong work ethic.

Benefits

Employees of U.S. Probation & Pretrial Services ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental, and vision programs.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401K).
- Participation in a group life insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The court is not authorized to reimburse candidates for travel or moving expenses.

Conditions of Employment

Employees of the United States Courts serve under "Excepted Appointments" and are considered "At-Will" employees. Federal Civil Service classifications or regulations do not apply. Applicants must be United States citizens or eligible to work in the United States. The person selected for this position will be required to submit fingerprints for an FBI background check. Retention depends upon a favorable suitability determination. All appointments also subject to mandatory electronic funds transfer. All employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available for review upon request.

Application Requirements

Qualified applicants should submit a completed Judicial Employment Application (which can be found at: <http://www.mep.uscourts.gov/career-opportunities>), current resume, and cover letter describing the qualities that they would bring to the position of Probation Support Technician: ApplyPST@mep.uscourts.gov. All documents should be combined and emailed as one PDF attachment.

Application materials must be received by the close of business on March 2, 2018.

U.S. Probation & Pretrial Services is an Equal Opportunity Employer