



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Probation Support Technician CL 23/CL 24 (Target Grade: CL 24) Multiple Positions
ANNOUNCEMENT:	Not-to-Exceed/One Year and One Day
LOCATIONS:	15-04 Arlington, Dallas, Ft. Worth (Pay Table 56) Lubbock or San Angelo (Pay Table 01)
OPEN DATE:	April 15, 2015
CLOSING DATE:	May 15, 2015
STARTING SALARY:	\$31,652 - \$56,974 (Pay Table 01) \$33,457 - \$60,223 (Pay Table 56)

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area, we have one additional office located in Arlington, TX

POSITION OVERVIEW

The Probation Support Technician will assist with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing administrative support for U.S Probation Officers. The incumbent will have the opportunity to learn about the criminal justice field, and federal probation and pretrial services functions in the U.S. district courts. The Probation Support Technician will report to a Supervising U.S. Probation Officer.

Job responsibilities include, but are not limited to:

- Assist officers in performing investigations of all types (e.g. collateral, presentence, post sentence, etc.). Contact various local law enforcement and regulatory agencies to collect and record information for pretrial, presentence and collateral investigation reports.
- Conduct law enforcement and other record checks via various automated systems.
- Maintain case records as required.
- Participate in and contribute to ongoing training programs.
- Perform other such duties as required.

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CLASSIFICATION REQUIREMENTS

Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives, or laws. Although on-the-job training time may vary, experience needed to progress to the full-performance level in these positions is best obtained in a court or related legal field.

To qualify for this CL 23 position, the incumbent must have:

- A high school diploma or equivalent
- Two years of 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.

MINIMUM POSITION REQUIREMENTS

To qualify for this position the applicant must have:

- Demonstrated computer and keyboarding skills
- Excellent writing and verbal communication skills
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Ability to work with a wide variety of people with diverse backgrounds
- A professional demeanor and presence

PREFERENCE

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, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

BENEFITS

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program; federal holidays, and mandatory Electronic Funds Transfer for payment of net pay.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should submit a resume (one page limit) of their professional experience and educational background along with a cover letter (one page limit) explaining why you want to work for Texas Northern.

**United States Probation
Human Resources - #P15-04 (Probation Support Technician)
Attn: Human Resources Manager
E-mail: human_resources@txnp.uscourts.gov**

We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.

Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application with your resume packet.

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DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees
- U.S. Probation reserves the right to fill more than the number position(s) noted above, re-advertise or extend the screening process for this position
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute
- Candidates will be required to complete a skills assessment
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus
- All non-law enforcement employment with U.S. Probation is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause
- Positions designated as high-sensitive are subject to an additional background investigation
- This position may be extended, without further advertisement, after the one-year one-day term at the sole discretion of the Chief

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