



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

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| POSITION TITLE: | Probation Technician CL 23 (Target Grade: CL24) Not to exceed one Year and One Day |
| ANNOUNCEMENT: | 16-09 |
| DUTY STATION: | Dallas / Fort Worth Metroplex. Based on organizational need. |
| OPEN DATE: | 07/12/2016 |
| CLOSING DATE: | 07/29/2016 |
| STARTING SALARY: | \$33,892 - \$55,099 Table 56 |

More than one position may be filled from this announcement.

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 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 (DFW) 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 the 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.

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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.

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 CL23 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.

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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.

Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=16-09>

Note: This system will not let you continue without uploading all documents.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to HR@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to

**U.S. Probation - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242**

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 modify the conditions of this job announcement, extend the screening process, withdraw or re-advertise the announcement; or fill the position sooner than the closing date without prior notice.
- U.S. Probation reserves the right to fill multiple positions from this announcement
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- The final candidate(s) may be subject to a record check with law enforcement agencies and credit bureaus.

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- 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 highly sensitive are subject to an additional background investigation
- This position may be extended, without further advertisement, after the one-year and one-day term at the sole discretion of the Chief.