



# CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

<b>POSITION TITLE:</b>	Probation Technician CL 23 (Target Grade: CL 24) Not to exceed 1 year and 1 day
<b>ANNOUNCEMENT:</b>	20-12
<b>DUTY STATION:</b>	All locations within District (Abilene, Amarillo, DFW Metroplex, Lubbock, San Angelo, Wichita Falls) - based on organizational need
<b>OPEN DATE:</b>	02/28/2020
<b>CLOSING DATE:</b>	Open until filled
<b>SALARY RANGE:</b>	\$34,596 - \$60,612 Tables RUS & DFW (salary based on location)

***More than one position may be filled from this announcement.***

***This position is intended to be a career progression step towards becoming a [United States Probation Officer \(USPO\)](#). To be eligible to apply for a USPO opening, successful candidates must meet all requirements for the USPO position, to include age, medical and educational parameters.***

## POSITION OVERVIEW

The United States Probation & Pretrial Services Office for the Northern District of Texas has an opening for a Probation Technician. The Probation 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.

### Job responsibilities include, but are not limited to:

- Assisting officers in performing investigations of all types (e.g. collateral, presentence, post sentence, etc.) and learning evidenced-based practices
- Contacting various local law enforcement and regulatory agencies to collect and record information for pretrial, presentence, and collateral investigation reports
- Conducting law enforcement and other record checks via various automated systems
- Maintaining case records as required
- Participating in and contributing to ongoing training programs
- Generating standard reports from databases and computerized systems, and data entry
- Receiving, prioritizing, and routing all incoming materials from within the court to appropriate individuals in the office
- Receiving, screening, and routing incoming and outgoing mail to appropriate persons or offices, and processing mail requiring special handling
- Maintaining, updating, and tracking paper and electronic files
- Routing documents to staff and outside agencies
- Performing other such duties as required.

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**U.S. Probation is an Equal Opportunity Employer**

### **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; and
- 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.

### **HOW TO APPLY**

Applicants who meet the classification and minimum position requirements should submit:

1. A resume (two-page limit) of their professional experience and educational background.
2. A cover letter (one-page limit) **indicating which location(s) is (are) of interest to them.**
3. A completed application (AO-78). Please note the additional documents that are required to complete the process (listed on page one of the application).
4. Two most recent job performance evaluations.
5. A copy of the most recent transcript.

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

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=20-12>

*Note: This system will not let you continue without uploading all required 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](mailto: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.
- 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.

Additional information about employment within U.S. Probation & Pretrial Services, including benefits, and blank application and references forms are found at:

<http://www.txnp.uscourts.gov/content/careers-within-us-probationpretrial-services>