



# CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

<b>POSITION TITLE:</b>	<b>Probation Services Technician</b> <b>CL 23 (Target Grade: CL 24)</b> <b>Not to exceed 1 year and 1 day (may be extended up to a maximum duration of four years)</b>
<b>ANNOUNCEMENT:</b>	<b>25-01</b>
<b>LOCATION:</b>	<b>Amarillo, Dallas, Lubbock, San Angelo</b>
<b>OPEN DATE:</b>	<b>10/01/2024</b>
<b>CLOSING DATE:</b>	<b>Open until filled - This announcement will serve to generate a pool of candidates from which to choose when positions become available.</b>
<b>STARTING SALARY RANGES:</b>	<b>\$39,958 - \$64,962 (Table <a href="#">RUS</a>, CL 23 - Amarillo, Lubbock, San Angelo)</b> <b>\$43,440 - \$70,623 (Table <a href="#">DFW</a>, CL 23 - Dallas)</b>

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

*This position is intended to be a career progression towards becoming a [United States Probation Officer \(USPO\)](#).*

## 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 are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is 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. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

## POSITION OVERVIEW

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

## 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 written 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.

\*\* The Probation Services Technician position is a career progression to the position of U.S. Probation Officer (USPO). Therefore, at the time of application to become a USPO, you must meet the criteria outlined below.

For a CL-25:

- One year of specialized experience\*\*,

Or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology,

Or completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

\*\* Specialized experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health.

Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

### 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 why the position is of interest and how your experience and education qualify you for the position.
3. A completed application ([Federal Judicial Branch Application for Employment, AO 78](#)). If the AO 78 application is not current (5/24 revision), the application for this opportunity will be rejected. Please note the additional documents which may be required to complete the process (listed on page one of the application, AO 78).
4. Two most recent job performance evaluations signed by your supervisor or manager.
5. The names of and contact information for [three references](#).
6. 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=25-01>

**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**

## **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, paid parental leave, a pre-tax reimbursement program, eleven federal holidays, and mandatory Electronic Funds Transfer for payment of net pay. You may view additional information on benefits [here](#).

## **DISCLOSURES**

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the announcement.
  - To fill multiple positions from this announcement.
  - To fill the position prior to the closing date without prior notice.
  - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and non-Citizens as allowed by appropriations and statute.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus. Positions designated as highly sensitive are subject to an additional background investigation.
- Qualified applicants will be subject to a writing and skills test.
- Employees are appointed to excepted service and serve at the pleasure of the Court.

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

Additional information about employment within U.S. Probation & Pretrial Services, including benefits, and blank application and references forms may be found [here](#).

