

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

450 Golden Gate Avenue, Suite 17-6884

San Francisco, CA 94102-3434

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April 23, 2018

TEMPORARY PROBATION SUPPORT TECHNICIAN VACANCY ANNOUNCEMENT JOB CODE: 18-DA0423PST

POSITION: Probation Support Technician

STATUS: Full-Time, Temporary

SALARY RANGE: \$39,943 - \$64,930 (CL 23/01 - CL 23/61)

CLOSING DATE: May 7, 2018

LOCATION: Santa Rosa, California

The United States Probation Office for the Northern District of California seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to offenders. The Office is now seeking qualified applicants for the position of Probation Support Technician. This position is full-time (40 hours per week) and temporary with an initial appointment not to exceed 52 consecutive weeks and one day. Any extension beyond this time frame will be dependent upon future needs of the organization and budget constraints. This position may also be terminated at any point in time.

REPRESENTATIVE DUTIES (Not all inclusive):

- Assist probation officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Maintain chain of custody of urinalysis test materials. Maintain paper and computerized records of test results and inform probation officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.
- Under the guidance and direction of a probation officer, monitor offender compliance by making telephone contacts and reviewing written monthly reports. Report noncompliance issues to probation officer.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Format, type, and edit reports which are reviewed by a probation officer.
- Prepare and update case files and reports for investigation and supervision at the direction of a probation officer and in accordance with established policies and practices.

QUALIFICATIONS:

Minimum: High school graduation or equivalent and two years of general experience are required. General experience is 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. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Additional education/experience such as: A Bachelor's degree in criminal justice, social work, psychology, or another related field from an accredited college or university is encouraged. Having more than two years of general experience and/or having specialized experience, which means having progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, court settings, or social service organizations. Possession of general knowledge of the criminal justice system and probation/parole processes and procedures, and experience working in a federal government or federal court environment. Experience with Windows, Microsoft Word, and WordPerfect.

PERSONAL CHARACTERISTICS AND SKILLS:

Demonstrating sound ethics and judgment; maintaining a professional demeanor and presence; possessing effective verbal and written communication skills; having the ability to work with a wide variety of people with diverse backgrounds; having the ability to handle multiple demands in a fast-paced work environment; having the ability to compile information within established time frames and follow detailed instructions accurately; and having the ability to adapt to change.

APPLICATION INSTRUCTIONS: Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and a letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application for Judicial Branch Federal Employment (AO 78), along with their official college transcripts, if applicable. Form AO 78 (the Application) is available at: www.canp.uscourts.gov on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application

materials will not be considered. Do not submit the same application materials more than once. **Completed application materials must be received on or before the closing date of May 7, 2018 by close of business (5:00 p.m. PST).** It is required that you submit your application materials via e-mail to: CANP_Resumes@canp.uscourts.gov. The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

**U.S. Probation Office
Northern District of California
Attn. Human Resources
P.O. Box 36057
San Francisco, CA 94102**

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation, sick leave, and medical insurance. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

The United States Probation Office for the Northern District of California reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER