



*U.S. Probation and Pretrial Services Office  
for the  
Western District of Pennsylvania*



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Vacancy # 16-15

Opening Date: November 14, 2016

Closing Date: December 5, 2016

## **Probation Support Technician II**

Location: Pittsburgh, PA

Salary: CL 24 / \$36,193 - \$58,806

Based on qualifications and experience

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### **Probation and Pretrial Services Office:**

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 14 U.S. District Judges and 6 U.S. Magistrate Judges. This vacancy is at the headquarters location in Pittsburgh. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown). The incumbent will provide technical, administrative, and case management support to probation officers and other staff in a wide range of areas, including, but not limited to, assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, meeting/greeting clients and performing other similar duties as assigned in accordance with approved internal procedures and policies.

### **Representative Duties:**

- Assists probation and pretrial officers in the performance of presentence, pre-plea and pretrial investigations including: compiling criminal histories/profiles; writing rough drafts of select/designated sections of reports; running record checks through local and national databases; conducting inquiries with collateral agencies; contacting various local, state and national law enforcement and regulatory agencies to collect record information; third-party verification; inputting data into PSX; providing officers with verifiable and supportable documentation to assist in the completion of probation and pretrial reports
- Assists officers in the performance of post-conviction reports including, but not limited to, running record checks through local and national databases; contacting various local, state and national law enforcement and regulatory agencies to collect record information (i.e. new arrest, violation proceedings), and inputting data into PACTS
- Drafts and submits collateral investigations for districts throughout the country which may include placing telephone calls, collecting records, as well as maintaining files and case records.
- Assists in training paid interns in the performance of pretrial, presentence and post-conviction duties.
- Participates in ongoing training and development in order to remain abreast of policy and procedural changes
- Assists in maintaining the district's location monitoring program (i.e. maintaining inventory of electronic monitoring equipment and arranging for service and report). Maintains appropriate records, including completing paperwork from schedule provided by officer.
- Assists probation officers with entering Cybercrime information into SIRS.
- Assists probation officers with treatment contracting services.
- Other related duties as assigned.

### **Qualifications, Experience and Court-preferred skills:**

- High school diploma or equivalent is required along with two years' general clerical experience, to include one year of "specialized" experience.
- An associate's degree or higher is preferred
- Specialized experience includes experience in such fields as probation, pretrial services, parole, corrections or criminal investigations.
- Awareness of internal control processes; excellent computer skills.
- Good judgement, with the ability to apply concepts to determine the appropriate action to be taken.
- Proficiency at proofreading, paying attention to detail, and producing accurate and quality work.
- Ability to work independently
- Must be dependable

### **Benefits:**

- Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, long term care, long term disability, optional vision, optional dental, annual/sick leave, 10 federal holidays and periodic salary increases.

### **How to Apply:**

Applicants who meet the qualifications must submit a cover letter, a resume, and an Application for Judicial Employment (AO78), found at <http://www.pawp.uscourts.gov/careers> under the Careers and Internships section. Submit in PDF or Word format, and please reference position # 16-15. Failure to follow these instructions will result in disqualification.

### **Disclosures:**

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Qualified applicants selected will be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- The announcement may result in one or more selectees.
- This office may contact references on top candidates and may contact former employers.
- Applicant subject to background investigation, including fingerprinting.
- Mandatory electronic funds transfer for payment of salary.
- All employees must adhere to the *Code of Conduct* for judiciary employees.
- This Court is an Equal Opportunity Employer.
- No phone calls please.
- Failure to follow application instructions will result in disqualification.