

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
DISTRICT OF NORTH DAKOTA

Wade H. Warren
Chief U.S. Probation Officer

655 1st Ave. N., Suite 370
Fargo, N.D. 58102
Tel. (701) 297-7200
Fax (701) 297-7205

VACANCY ANNOUNCEMENT #2016-03

Position Title: Probation Support Technician
* more than one position and/or location may be filled from this announcement without further advertising

Salary Range: CL 23 - CL 25 (\$32,019 to \$48,968)

Position Location: U.S. Probation and Pretrial Services Office - Minot, ND

Closing Date: Applications must be received on or before November 30, 2016 to receive full consideration.

Introduction

The United States Probation and Pretrial Services Office for the District of North Dakota is seeking qualified applicants for the position of Probation Support Technician. The incumbent will provide technical support and assistance to U.S. Probation Officers in conducting investigations, providing recommendations to the court, and supervising persons who have been charged with or convicted of federal crimes. Applicants should possess a thorough knowledge of the criminal justice system.

Representative Duties

- ◆ Assist officers in the performance of investigations, including collateral, presentence, pretrial, postsentence, and supervision.
- ◆ Assist officers in completing bond, presentence, pretrial, collateral, and prerelease reports.
- ◆ Assist officers in performing bond and post conviction supervision functions.
- ◆ Maintain electronic case files and records....under the guidance of an Officer may supervise a select caseload of low risk defendants/offenders.....monitor defendant/offender compliance and report issues to officers.
- ◆ Conduct record checks using various automated systems.....contact various law enforcement and regulatory agencies to collect and record information.

- ◆ Scan documents.....prepare correspondence.....prepare, update, and maintain case files as needed.
- ◆ Prepare travel vouchers....process incoming/outgoing mail....answer and screen telephone calls....respond to routine questions....serve as the office receptionist.....refer visitors to appropriate officers or other agencies.
- ◆ Perform other duties as assigned.

Qualifications

- ◆ Preference will be given to Applicants possessing an associate degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, law, or business/public administration.
- ◆ Preference will be given to candidates with at least two years of work experience typically gained in settings such as community corrections, court operations, law firms, legal offices, and social service organizations.
- ◆ Ability to communicate effectively, both in spoken and written form.
- ◆ Ability to maintain a varied and time-sensitive workload while exhibiting a high degree of organizational skill, independence, and internal motivation.
- ◆ Excellent computer knowledge and skills along with the ability to type a high volume of material accurately.
- ◆ Applicants must be U.S. citizens or be eligible to work in the United States. The selected candidate will be subject to a drug screen and background security investigation as a condition of employment.

Application Process:

Candidates wishing to apply for this position must submit a letter of application, resume, and application form AO78 (form AO78 can be found at www.ndp.uscourts.gov/human-resources) to:

Mark Osman, Administrative Manager
U.S. Probation Office
655 1st Ave. N., Suite 370
Fargo, ND 58102
701-297-7213
mark_osman@ndp.uscourts.gov

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Equal Opportunity Employer