

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
DISTRICT OF NORTH DAKOTA

William J. Mooney
Chief U.S. Probation Officer

655 1st Ave. N., Suite 305
Fargo, ND 58102
(701) 297-7200

PROBATION SUPPORT TECHNICIAN
VACANCY ANNOUNCEMENT #2023-02

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

Salary Range: CL25 to CL26 (\$45,682 to \$62,898)

Position Location: U.S. Probation and Pretrial Services – District of North Dakota
Duty station options include Bismarck, Fargo, or Minot

Closing Date: Preference will be given to applications received on or before July 21, 2023

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 office support and technical 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. Preferred applicants should possess a knowledge of the criminal justice system.

Representative Duties

- ◆ Assist probation officers in the performance of investigations, including collateral, presentence, pretrial, postsentence, and supervision.
- ◆ Assist probation officers in completing bond, presentence, pretrial, collateral, and prerelease reports.
- ◆ Assist probation officers in performing bond and post-conviction supervision functions.
- ◆ Maintain electronic case files and records. Under the guidance of a probation officer, monitor a select caseload of low-risk defendants/offenders.
- ◆ Scan documents. Prepare correspondence. Prepare, update, and maintain case files as needed.

- ◆ Conduct record checks using various automated systems. Contact law enforcement and regulatory agencies to collect and record information.
- ◆ Monitor and verify the valid and consistent entry of case management information into the Probation Automated Case Tracking System (PACTS). Identify input errors and implement corrective action. Assist in training employees in the use of PACTS.
- ◆ Prepare reports from PACTS as requested by management and office staff, including report scheduling and custom report development. Submit periodic PACTS extractions to the Administrative Office.
- ◆ Reconcile treatment service provider invoices with contracted services. Communicate with treatment service providers to correct invoicing errors. Enter client information to PACTS for invoice validation.
- ◆ 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.
- ◆ Provide backup to administrative functions and other duties as assigned.

Qualifications

- ◆ 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 a bachelor's degree.
- ◆ 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.

Benefits:

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401K styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life Insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI), a minimum of 11 federal holidays, Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement, Federal Student Loan Forgiveness eligibility, work-from-home available for up to one day per week after six months of employment and supervisor approval.

Application Process:

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

Mark Osman, Administrative Manager

U.S. Probation Office

655 1st Ave. N., Suite 305

Fargo, ND 58102

701-297-7213

mark_osman@ndp.uscourts.gov

Emailed applications should be in a single pdf format document.

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Equal Opportunity Employer