

UNITED STATES DISTRICT COURT

Western District of North Carolina
Probation & Pretrial Services Office

Job Announcement Number: 16-19

Position Title: PROBATION SUPPORT TECHNICIAN
Type of Appointment: Part-Time Temporary
Starting Salary: \$12.43 per hour
Grade Level: CL 22
Position Location: Charlotte, North Carolina
Open Date: Wednesday, November 16, 2016
Closing Date: Friday, December 2, 2016

Area of Consideration: Applicants must be students enrolled in an academic program

The U.S. Probation Office in Charlotte is seeking qualified applicants for the temporary part-time position of probation support technician. This position provides clerical and technical support to probation officers in areas including preparation of pretrial, presentence and other investigative reports, and/or case management under the guidance and direction of a probation officer or supervisor.

PRIMARY DUTIES

Incumbent assists in performing investigations of all types for the office and other districts (e.g., collateral, presentence, post sentence, etc.). Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports and social history information. Receives and transfers files from other districts. Retrieves and verifies criminal history information. Enters and maintains accurate data in probation/pretrial automated case tracking (PACTS). Incumbent will be required to serve as the receptionist, performing general reception duties with courtesy and professionalism, and ensuring staff is kept apprised of messages and visitors.

QUALIFICATIONS

High school diploma/GED is required. **Must presently be participating in an associates, bachelors or graduate program, preferably in the Criminal Justice Major/Minor.** Clerical, office or other experience that indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Incumbent must be responsible, tactful and possess the ability to work harmoniously with others in a team-oriented work environment. The successful applicant must possess the ability to maintain confidentiality, good multi-tasking skills, have strong interpersonal, verbal and written communication skills. Must have professional office attire. Applicant must be citizen of the United States or eligible to work in the U.S.

WORK SCHEDULE

Flexible work schedule with a minimum 20 hour work week. General office hours are 8:00AM to 5:00PM Monday – Friday. Federal holidays are recognized.

SALARY AND BENEFITS

Starting salary \$12.43 per hour. Paid annual and sick leave is accrued on a pro-rated basis, all other federal benefits do not apply. Parking will be provided to the successful candidate.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

Final applicant for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprint submission, credit bureau check and submission of certified academic transcript. Offer of employment is contingent upon favorable completion of these checks.

HOW TO APPLY

Applicants must submit the following in a **single PDF document**:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment
 - Located at www.ncwp.uscourts.gov under All Employment Opportunities Link
- Copy of academic transcript

Application packages should be emailed to HR@ncwp.uscourts.gov

INFORMATION FOR APPLICANTS

Electronic Fund Transfer (EFT) for payroll deposit is required. Applicants must be U.S. citizens or eligible to work in the United States. The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for an interview. Only those interviewed will receive notification when the vacancy is filled.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Probation Chief may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Western District of North Carolina is an Equal Employment Opportunity Employer.