

UNITED STATES DISTRICT COURT

Western District of North Carolina

United States Probation Office

Job Announcement Number: 23-18

Position Title: PROBATION SUPPORT TECHNICIAN

Type of Appointment: Part-Time Temporary (One Position)

Starting Salary: \$14.75 / Hour

Grade Level: CL 22

Position Location: Charlotte, NC

Open Date: Monday, November 6, 2023

Closing Date: Monday, November 20, 2023

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 in our crime lab. This position provides clerical and technical support to the UA lab, remote monitoring program, cybercrime lab, and evidence tracking. The primary focus of the job is performing the requirements of offender drug testing and detection. Incumbent's work affects the timeliness and accuracy of the probation office drug testing program and permits officers to focus their time on investigative and supervision duties.

REPRESENTATIVE DUTIES

- Assist in performing chemical analysis for the detection of controlled substances
- Maintain appropriate records
- Certify the validity of toxicology results
- Enter test data in the appropriate databases
- Maintain paper and computerized records of urinalysis results and inform officers of test results
- Maintain and mail or transport tests and materials to laboratories for confirmation
- Record information for reports and investigations related to drug testing, including quality control procedures
- Assist in the maintenance of supplies, testing equipment, testing requirements, and laboratory organization
- Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website
- Assist in the documentation of initial, compliance, investigative, and remote monitoring searches in the Safety and Information Reporting System (SIRS)
- Enter data in the Probation Case Management System (PACTS)
- Assist in the maintenance and documentation of seized property
- Operate various criminal justice, law enforcement, and probation automated systems
- Participate in ongoing training and development programs
- Perform other duties as assigned

High school diploma/GED is required. **Must presently be participating in an associates, bachelors or graduate program, preferably in a Criminal Justice, Forensic Science, or life sciences 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 a 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 \$14.75 per hour. Paid annual and sick leave is accrued on a pro-rated basis, all other federal benefits do not apply.

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
- Narrative addressing the Quality Ranking Factor

QUALITY RANKING FACTOR

1. Describe what qualifications and abilities you bring as a candidate for the Probation Support Technician position that will assist you in being successful in the Western District of North Carolina.

Complete applications must be submitted via e-mail to hr@ncwp.uscourts.gov. Applications received by close of business on Monday, November 20, at 5:00 p.m. will receive preference. All application materials must be sent as a **single PDF document**. The application form AO-78 is available at www.ncwp.uscourts.gov. Please reference Job Announcement # 23-18.

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 United States 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 Chief United States Probation Officer 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 and strives to build and maintain a diverse and inclusive workforce.