

UNITED STATES DISTRICT COURT
Western District of North Carolina
U.S. Probation & Pretrial Services Office

Job Announcement Number: 25-09

Position Title: Probation Support Technician
(More than one position may be filled)

Type of Appointment: Part-Time Temporary

Starting Salary: \$15.53 per hour (Charlotte) / \$15.21 per hour (Asheville)

Grade Level: CL 22

Position Location: Charlotte, Hickory or Asheville, North Carolina

Open Date: Friday, May 23, 2025

Closing Date: Friday, June 13, 2025

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

The U.S. Probation Office in Charlotte, Hickory and Asheville 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 primarily conducts initial criminal records checks of federal, state, and local databases and assists in the preparation of reports for the court through the entry of retrieved records into the proper report format. Additionally, may assist in performing investigations of all types for the office and other districts (e.g., collateral, presentence, post sentence, etc.). Research, retrieve and verify addresses, collateral requests, employment, education, treatment, credit reports and social history information. Receive and transfer files from other districts. Retrieve and verify criminal history information. Enter and maintain 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 and perform other such duties as required.

QUALIFICATIONS

High school diploma/GED is required. **Must currently enrolled in an associates, bachelors or graduate program, preferably in a 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 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 \$15.53 per hour (Charlotte) and \$15.21 per hour (Asheville). 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. Please describe what makes you the best candidate for a Probation Support Technician position in our district.

Complete applications should be submitted via e-mail to hr@ncwp.uscourts.gov and reference Job Announcement #25-09 no later than **Friday, June 13**. All application materials should be sent as a **single PDF document**. The application form AO-78 is available at www.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 and strives to build and maintain a diverse and inclusive workforce.