

# UNITED STATES DISTRICT COURT District of Nebraska

## Position Announcement No. 16-03

Position: Probation Support Technician  
Location: Omaha  
Starting Salary: CL 24/21\* - \$42,857  
Salary Range: \$42,857 - \$57,631  
Opening Date: Friday, March 18, 2016  
Closing Date: Sunday, April 10, 2016

\* Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

### **Position Overview**

The U.S. Probation and Pretrial Services Office for the District of Nebraska is seeking a full-time Probation Support Technician in Omaha, Nebraska. This position is 40 hours per week. Work is generally performed in an office setting, where defendants and offenders with violent backgrounds are regularly present.

### **Representative Duties**

Probation Support Technicians provide technical support and services to probation and pretrial services officers. They will assist officers by:

Performing receptionist duties by greeting visitors/defendants/offenders in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Advise defendants/offenders reporting from prison or from court as to officer assignment and procedures. Provide information to a wide variety of people within and outside of the probation and pretrial services office as appropriate;

Scanning/storing documents electronically to include daily office mail;

Preparing correspondence as required;

Assisting defendants/offenders with electronic reporting process when necessary;

Making contact with various local law enforcement and regulatory agencies to collect and record information;

Conducting law enforcement and other record checks via various automated systems;

Reviewing internet monitoring reports;

Performing investigations of all types (e.g., collateral, pretrial, presentence, post-sentence, and supervision);

Reporting noncompliance issues to officers and the court;

Assisting in the transition of defendants to the Bureau of Prisons and assisting offenders upon release from custody to community supervision;

Assisting with general case management;

Performing all other duties as assigned.

## **Qualifications**

Prospective candidates should have excellent computer and keyboarding skills, knowledge of specialized court and legal terminology, database systems, and software applications. Candidates should also have a demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations. Bachelor's degree is preferred. Knowledge of the criminal justice system and community corrections is also preferred.

## **Application Process**

Applicants must submit an application packet composed of:

- A cover letter.
- A detailed resume that includes full educational background; continuing education; legal training; alcohol/drug/mental health employment/certifications; facilitation/presentation skills; second language/sign language proficiencies; law enforcement/institutional or community work; military service; management experience; community service/civic involvement; work with under-represented populations; academic/professional publications; and internships.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:  
<http://www.ned.uscourts.gov/public/employment-opportunities/>
- A PDF of the completed application package. Application packages not received in PDF format will be considered incomplete.

Send the completed application package to: [USDCHR@ned.uscourts.gov](mailto:USDCHR@ned.uscourts.gov)

Incomplete application packages and applications received after the closing date will not be considered.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The United States District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a background check, including fingerprint and criminal record checks. An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. The probation support technician is in an excepted service position, serves at the pleasure of the court, and is an "at will" employee who can be terminated with or without cause at any time. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#), which is available upon request. Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Chief Probation and Pretrial Services Officer reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

### **Benefits**

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan, federal health insurance program, group life insurance, and group long-term disability insurance. This position is subject to mandatory direct deposit.

The United States District Court is an Equal Opportunity Employer