



Doug Steensma
Chief, U.S. Probation Officer

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www.nep.uscourts.gov

Important Dates

Opening Date:
April 22, 2024

Closing Date:
May 12, 2024

Apply to:

USDCHR@ned.uscourts.gov

The District of Nebraska is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff.

Mission

As a component of the federal judiciary, the United States Probation and Pretrial Services System is fundamentally committed to providing protection to the public, assisting in the fair administration of justice, and supporting long-term positive change in individual(s) under supervision.

CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE - DISTRICT OF NEBRASKA

Position: Probation Support Technician
Vacancy: 24-08
Classification: CL 25
Salary Range: \$48,426 - \$78,713*
Duty Station: Omaha, NE Status: Full-time permanent
Open to: All qualified candidates Number of Positions: One (1)

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

POSITION OVERVIEW

Probation support technicians provide specialized technical, administrative, and case support to probation officers and other staff in a wide range of areas, including, but not limited to, assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties as assigned in accordance with approved internal procedures and policies. Work is performed in an office setting.

Duties include, but are not limited to the following:

- Assist administratively with the supervision of the low-risk caseload. These duties may include answering client questions, tracking monthly reports, and investigating noted changes, transmitting letters to clients, maintaining chronological entries in the Probation Automated Case Tracking System (PACTS), conducting financial and criminal records checks, maintaining case files, and communicating non-compliance issues to a probation officer or a supervisory probation officer.
- Assist probation officers in performing investigations. These duties may include compiling criminal histories, running records checks, conducting inquiries with collateral agencies, and assisting with preparing reports for districts, collecting verifiable and supportable documentation, performing case management using PACTS, and engaging in other similar activities.
- Prepare and update case files in investigation and/or supervision at the direction of a probation officer or a supervisory probation officer. Make chronological entries in investigation and supervision case records.
- Open, close, and update case information related to computerized records, including PACTS. Research information from case records and perform system data entry as appropriate. Retrieve information from databases and generate reports. Scan, create PDF files, enter data, and upload documents into PACTS as required.
- Maintain chain of custody of urinalysis testing materials. Maintain computerized records of test results and inform probation officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.
- Assist with the training of new probation officers as it relates to operational support procedures and policy.
- Perform other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Benefits Package

- Health, dental, vision, life, and long-term care insurance
 - Health and dependent reimbursement accounts
 - Student loan forgiveness
 - Federal Employee Retirement System
 - Thrift Savings Plan with 5% match
 - Flexible work schedule
 - Telework
 - Paid annual and sick leave
 - Paid federal holidays
 - Parking
 - On-site fitness facility
- <http://www.uscourts.gov/careers/benefits>

Conditions of Employment:

- Applicants must be a citizen of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

Required:

High school graduation or equivalent with a minimum of two years of specialized experience.

Specialized experience:

Experience that includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report operations. Such experience is commonly acquired in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, and real estate and title offices.

Preferred:

Bachelor's degree
Knowledge of the criminal justice system and community corrections.

Additional preferred skills and characteristics:

Candidates must be highly motivated self-starters, detail and policy oriented, able to multitask, have a demonstrated history of dependability, able to handle confidential matters with discretion, and exhibit professional conduct at all times. Must have strong communication and organizational skills; strong problem solving and critical thinking skills.

APPLICATION PROCEDURE

Applicants must submit a PDF document to USDCHR@ned.uscourts.gov to include a:

- Cover letter
- Resume
- Application [Form AO-78](#) (all sections must be completed)

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

The chief probation officer reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.