

**UNITED STATES PROBATION &
PRETRIAL SERVICES OFFICE
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Probation Services Technician

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #18-02

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 23-24 (\$36,559 - \$65,809)*

* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-23, promotion to the higher level, when qualified, would be available without further competition.

OPENS: June 26, 2018 **CLOSES:** July 10, 2018

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for a full-time Probation Services Technician at its headquarters in Boston.

Position Overview

The position provides technical, administrative and clerical support to probation officers in a wide range of areas, including general casework, support for problem solving courts and the location monitoring program, and the coordination of services through collateral resources.

Representative Duties:

- Provide general clerical office support including assistance in reception, answering telephones, processing mail and other administrative duties, as needed.
- Provide support for Problem Solving Courts. Track and organize program applications. Monitor and document program participation, accomplishments and progress both during and subsequent to program completion. Assist with the preparation for program meetings and court sessions.

- Assist in organizing workshops that serve as a resource to the clients we serve. Topics include but are not limited to employment, educational and vocational services, Bureau of Prisons orientations, housing, CORI, child support, registry of motor vehicles and other life skills issues.
- Develop and maintain client resources for housing, community service, employment services, vocational programming, self-help meetings and other pro-social community-based activities.
- Provide support for the location monitoring program. Track equipment, monitor daily summaries and enter office approved schedule changes.
- Provide support for the Restorative Justice Program. Track enrollment, participate in the preparation of the curriculum and facilitate follow-up assignments with clients.
- Provide support for the Interactive Journaling Program. Track participation and first-hand application of the curriculum.
- Provide support to Bureau of Prison (BOP) inmates returning to the community. Assess their individual needs and make referrals for appropriate services.
- Document case developments in the Probation Automated Case Tracking System (PACTS).
- Conduct criminal record checks, as needed. Obtain fingerprints, collect DNA, administer drug tests, verify client history and characteristics and send FBI flash notices.
- Liaise and monitor participants in the Day Reporting Program.
- Other related duties, as assigned.

Qualifications

- High school graduate or equivalent. Completion of a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations or business or public administration is preferred.
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position is required (Note: education beyond high school may be substituted for general work experience).
- One year of progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse disorder treatment is highly desirable and preferred.
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills.
- The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs.
- A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies and regulations of the Court.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours

Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Chief Probation Officer and Supervisor. Additional hours, as needed.

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

How To Apply

Submit all of the following documents as directed below: (1) a cover letter; (2) a current resume; (3) a list of three professional references, including their current contact information and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) **by 5:00 PM on Tuesday, July 10, 2018** to:

**United States Probation & Pretrial Services Office,
U.S. District Court, Massachusetts
Attn: Human Resources
Probation Services Technician - #18-02
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300 Boston,
MA 02210**

*Application forms (AO-78) are available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by email, please make certain the code **HR Mail, Vacancy #18-02, Probation Services Technician**, appears in the subject line of your email correspondence to usdcmajobs@mad.uscourts.gov

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Applicants who do not submit all the requested materials as listed above may lose consideration for this position. The Federal Financial Management Reform Act requires direct deposit of federal wages. Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER