

# UNITED STATES PROBATION & PRETRIAL SERVICES

Northern District of Oklahoma



## VACANCY ANNOUNCEMENT

(FY 16-07)

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<b>POSITION TITLE:</b>	<b>Probation Support Technician (Full-Time/Permanent)</b>
<b>LOCATION:</b>	<b>Tulsa, Oklahoma</b>
<b>SALARY:</b>	<b>CL 24-01 (\$35,470.00)</b>
<b>OPENING DATE:</b>	<b>July 18, 2016</b>
<b>CLOSING DATE:</b>	<b>July 29, 2016</b>
<b>START DATE:</b>	<b>To Be Determined</b>

**More than one position may be hired from this posting.**

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### **Introduction**

The United States Probation Office for the Northern District of Oklahoma is a combined district responsible for all pretrial, presentence, and post-conviction functions for the United States District Court. The District is comprised of eleven counties in Northeastern Oklahoma. The office is located in Tulsa, Oklahoma.

### **Position Overview**

The Probation Support Technician will provide technical, administrative, and clerical support to U. S. Probation Officers (USPOs) in a wide range of areas. The incumbent will have the opportunity to learn about the criminal justice field, and federal probation and pretrial services functions in the U. S. District Courts. This position will report to the Assistant Deputy Chief U. S. Probation Officer.

## **Representative Duties**

- Assist USPOs in performing investigations of all types (e.g., collaterals, presentence, post-conviction, pre-release, etc.).
- Assist USPOs in compiling criminal histories/profiles.
- Assist USPOs in procuring and managing treatment for defendants and offenders, including taking specimens.
- Contact offenders/defendants through office visits and by telephone under the direction of the USPOs.
- Enter and obtain data and information from various automated systems/databases.
- Contact various local law enforcement and regulatory agencies to collect and record information for miscellaneous reports as requested.
- Maintain case records as required, documenting significant information.
- File, maintain and document chronological information received through the investigation process.
- Interact with USPOs in other districts to complete investigations, facilitate transfers from other districts, and perform other related services.
- Perform other duties as assigned.

## **Minimum Qualifications**

To qualify for this position, the incumbent must have a high school diploma or equivalent and one year of specialized experience.

## **Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

## **Court Preferred Skills, Education, and Experience**

- A Bachelor's Degree from an accredited college/university in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any of the behavioral sciences.
- Awareness of internal control processes; excellent computer skills.
- Good judgement, with the ability to apply concepts to determine the appropriate action to be taken.
- Proficiency at proofreading, paying attention to detail, and producing accurate and quality work.
- Ability to work independently; dependability.

## **Personal Attributes and Skills**

Successful candidates must be organized; possess tact, poise and initiative; and, maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required.

## **Benefits**

The United States Probation Office is within the Judicial Branch of the United States

Government and its employees are entitled to federal employee benefits such as paid vacation and sick leave, group health insurance, life insurance, long term disability, retirement, long term care programs, dental and vision plans, flexible spending accounts, a tax deferred savings plan, and ten paid holidays per year. This position is required to have electronic transfer of salary payment.

### **Other Important Information**

- Applicants must be United States Citizens or eligible to work in the United States.
- All employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Appointment to this position is contingent upon completion of an FBI background check, including a check of financial and credit records.
- Employees of the U. S. Probation Office are subject to a one year probationary period.
- Work hours may be flexible depending upon office needs.
- The United States Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time without prior written notice or without further advertising.
- The Court is not authorized to reimburse travel expenses in connection with an interview or to pay relocation expenses.

### **Application Process**

Interested and qualified applicants must submit a current resume, cover letter, and Application for Judicial Branch Federal Employment (AO-78), which can be found on the District Court's website at: [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov). Applicants selected for interviews will be required to participate in job-related testing as part of the screening process. Please contact the Human Resources Office at (918) 699-4841 if you have questions.

The application packet, which must be received no later than 5:00 p.m., Friday, July 29, 2016, can be sent by mail or hand delivered, to:

United States Probation Office, Northern District of Oklahoma  
Attn: Human Resources  
333 W. 4<sup>th</sup> Street, Suite 3820  
Tulsa, Oklahoma 74103

Or, sent by e-mail to: [Charlotte\\_Griggs@oknd.uscourts.gov](mailto:Charlotte_Griggs@oknd.uscourts.gov)

**The United States Probation Office is an Equal Opportunity Employer.**