



UNITED STATES PROBATION OFFICE Northern District of Oklahoma

The United States Probation Office for the Northern District of Oklahoma is currently accepting applications for the **full-time** temporary position(s) of **Pretrial Services Support Technician**. This position will be filled as permitted by budgetary constraints. This appointment will not exceed a year and one day. Although, the office, at its discretion, may extend the temporary appointment. The United States Probation Office Pretrial Services Support Technician provides support to the office at the headquarter location in Tulsa. More than one position may be filled by this posting.

DUTY STATION: Tulsa, Oklahoma
OPENING DATE: September 1, 2020
CLOSING DATE (Updated): Open Until Filled (to ensure consideration, apply by October 9, 2020)
START DATE (Updated): November 9, 2020
ANNUAL SALARY: \$34,916 (CL 22/Step 25)

PRIMARY DUTIES:

- * Assist officers, conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- * Assist in the operation of on-site substance abuse testing program. Record results of drug testing into PACTS and notify probation officers. Maintain drug testing equipment, including oversight of supplies. Maintain all laboratory logs.
- * Maintain contact with probation officers to ensure all clients required to undergo urinalysis are tested.
- * Provide administrative assistance to the Location Monitoring Officers.
- * Assist Officers with administrative duties such as scanning, shredding, copying, filing, conducting database searches, making chronological entries, etc.
- * Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Process all mail and route to the appropriate staff member.
- * Perform other duties as assigned.

**Pretrial Services Support Technician
Vacancy Announcement #21-01**

QUALIFICATIONS:

- * Applicant must be a high school graduate or equivalent.
- * Preferred applicant will be currently enrolled or have completed an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study.
- * Ability to communicate effectively both orally and in writing.
- * Skill in using personal computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.
- * Flexibility in adapting to workplace changes.
- * Ability to maintain confidentiality.
- * Ability to work in a team setting.
- * Ability to meet required deadlines and maintain tracking systems related to cases.
- * Ability to maintain concentration despite interruptions.
- * Ability to type.
- * Good knowledge of office procedures, practices, and processes.
- * Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- * General knowledge of the criminal justice system and legal terminology.
- * Fluency in Spanish is helpful, but not required.

GENERAL INFORMATION:

- * Applicants must be U.S. citizens or eligible to work in the United States and have a valid driver's license.
- * Work generally performed in an office setting. Some local travel may be required.
- * Incumbent may have contact with persons with violent backgrounds.

BENEFITS:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees, such as:

- * Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service
- * A minimum of ten (10) paid holidays per year
- * Mandatory participation in the federal retirement system and social security program
- * Optional participation in the federal health insurance program of your choice
- * Optional vision and dental programs are offered
- * Optional participation in the flexible spending program for health and childcare
- * Optional participation in a group life insurance program
- * Retirement - Basic Benefit (FERS employees)
- * Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay

When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration.

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HOW TO APPLY:

The application packet consists of:

- Cover letter
- Resume (two-page maximum)
- AO78, Federal Judicial Branch Application for Employment (click [here](#))

Please email the entire packet as one attachment in PDF format with “Vacancy #21-01” in the subject line to:

okndhr@oknd.uscourts.gov

Only electronic applications will be accepted.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. Applicants interviewed will be given a written assessment exercise. School transcripts may be requested as part of the final selection process. Due to the volume of applications received, U.S. Probation Office will only communicate with those qualified individuals who will be interviewed.

NOTICE TO APPLICANTS:

The U.S. Probation Office requires employees to adhere to a Code of Conduct which is available for review at www.uscourts.gov. The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw this announcement, or to fill the position sooner than the closing date without prior notice.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKPLACE.**