

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES

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Vacancy Announcement #23-PO-18

Position: Probation Services Technician
Locations: Syracuse, New York
Opening Date: July 24, 2023
Closing Date: Open Until Filled
Starting Salary: Classification Level 23 - 24 (\$37,357 - \$51,713)
Salary Potential: Classification Level 25 (up to \$74,271)
Status: Temporary Full Time (*One year and 1 day, with possibility of extension or becoming permanent*)
Target Start Date: August 2023

The Probation Services Technician position is located in the Probation Office for the Northern District of New York and reports directly to the assigned Supervisory U.S. Probation Officer. Under the direction of a U.S. Probation Officer, the employee assists with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing technical and administrative support for U.S. Probation Officers in a wide range of areas, including conducting investigations; compiling criminal histories; coordinating with collateral agencies; assisting with the management of low-risk cases; and performing other similar duties as assigned.

Occasional travel within and outside of the district may be required. The position may also require occasional work outside normal Court hours.

Representative Duties: Under the direction of a U.S. Probation Officer, the Probation Services Technician performs duties and responsibilities including, but not limited to the following:

- Conducts case file reviews and advises officers of matters needing their attention and prepares applicable forms, documents, and reports.
- Assists officers in conducting investigations which includes preparations of prior records and personal family data.
- Assists officers in compiling, analyzing, and evaluating information gathered during investigations for presentence reports, supervision files, and court documents.
- Contacts clients and their families by telephone or other electronic correspondence and investigates employment/sources of income, lifestyle, and associates to help assess risk and compliance factors.

- Manages inactive cases, low-risk cases, and unsupervised probation cases ensuring proper case openings, documentation, and closings, and proper agency notification.
- Observes and conducts same sex drug testing on persons under supervision in a controlled environment.
- Operates various criminal justice, law enforcement, and probation automated systems, and enters documentation into PACTS and other databases.
- Participates in ongoing training and development programs.
- Assists with clerical duties, including front desk coverage, processing mail, scanning documents, and routes documents to staff and outside agencies as needed.
- Performs other related duties as required.

Minimum Experience and Education Requirements: High school diploma or equivalent and two years of general experience are required. For a CL 24 or above, high school diploma or equivalent with a minimum of one year of specialized experience as defined below.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical 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. *Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable.*

Preferred Education/Experience:

- Associate degree or bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, social work, human relations, business or public administration.
- Currently performing similar duties in a legal, human services, and/or community correction setting. Similar roles may include case manager, case worker, client services specialist, foster care specialist, child protective services case worker and social worker.

Conditions of Employment: Applicants must be United States citizens or eligible to work in the United States. The individual being selected for this position will be required to submit to a security background check which includes fingerprinting. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees are “at will” and can be terminated with or without cause by the court. Electronic direct deposit of salary payments is mandatory.

Benefits: Benefits include annual leave, sick leave, paid parental leave, paid holidays, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, vision, dental, and long-term care). Credit for prior government service.

Application Process: Individuals are welcome to view the posting at www.nynp.uscourts.gov, under **News & Announcements**. Individuals interested in being considered for this position are asked to submit a letter of interest and resume through our HR Application System (click on Probation Services Technician title below):

[Probation Services Technician](#)

If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. The United States Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.