



**UNITED STATES DISTRICT COURT**  
**NORTHERN DISTRICT OF NEW YORK**  
**PROBATION OFFICE**



---

**BRUCE D. VANTASSEL**  
**CHIEF U.S. PROBATION OFFICER**

**Vacancy Announcement # 21-PO-05**

**Position:** Probation Services Technician  
**Opening Date:** September 10, 2021  
**Closing Date:** Open Until Filled (*Applications will be reviewed on a rolling basis*)  
**Status:** Part Time to Full Time (*No less than 33 hrs a week, but up to 40 hrs week*)  
**Location:** Albany, New York  
**Starting Salary:** Classification Level 23 (\$35,527 -\$44,410)  
**Salary Potential:** Classification Level 24 (up to \$63,951)  
**Target Start Date:** October 2021

The Probation Services Technician provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned. While this position is listed as a temporary full time, it has the potential to become a permanent full- time position. The Probation Services Technician reports to the Team Leader. Incumbent should be a highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people. Must be able to handle interruptions and changing deadlines and remain on track to complete assignments. The ability to maintain confidentiality is imperative.

**Representative Duties:** A Probation Services Technician performs duties and responsibilities such as, but not limited to the following:

1. Screens telephone calls and visitors. Answers routine questions, provides assistance as authorized and refers persons to officers or to appropriate agencies based on the knowledge of officers' activities and office operations. Routine copying, mailing, scanning and filing will be required.
2. Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the U.S. Sentencing Commission. Keep various logs and records up to date.
3. Under the direction of an officer, the incumbent will review and monitor monthly reports and document changes in the chronological entries as necessary.
4. Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as

presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.

5. Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents. Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
6. Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
7. Be trained to observe and conduct same sex drug testing on defendants/offenders in a controlled environment.

**Minimum Experience and Education Requirements:**

HS Diploma with two years of generalized experience. Education above the high school level from an accredited institution and one year of specialized experience is preferred. Applicants should have strong verbal and written communication skills; the ability to analyze work processes and problem-solving skills. Experience using automated systems and customer service skills a plus. Computer knowledge in a Microsoft Windows environment and Word experience is preferred.

**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. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court. Electronic direct deposit of salary payments is mandatory.

**Benefits:**

- Paid holidays.
- Paid vacation leave and sick leave.
- Retirement benefits.
- Optional participation in Thrift Savings Plan (401K).
- Optional participation in Federal Employees’ Health Benefits.
- Optional participation in Federal Employees’ Group Life Insurance.
- Optional participation in Federal Dental and Vision Plans.

- Optional participation in Flexible Spending Program.
- Optional participation in Commuter Benefit Program.
- Optional participation in Long-Term Care Insurance.
- Optional participation in private Long-Term Disability Plan.
- Credit for prior government service.

**Application Process:**

For immediate consideration, individuals interested in being considered for this position are asked to submit a letter of interest and resume using the link to NDNY's Employment Application System located 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 or to fill the position earlier than the closing date. 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.*