

UNITED STATES PROBATION OFFICE
Eastern District of Oklahoma

VACANCY ANNOUNCEMENT
NO. 2021-04

Position: Probation Services Technician
Status: Full-time, temporary (year + a day)
Classification: CL-25
Position Location: United States Probation Office
101 N. 5th Street
Muskogee, OK 74401
Closing Date: Open until filled.

REPRESENTATIVE DUTIES:

Conducts case file reviews and advises officers of matters needing their attention. Prepares and updates case files and reports in investigation and supervision, at the direction of an officer and in accordance with established policies and practices.

Assists officers in the performance of select investigations, including compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visits or contacts various local, state, and national law enforcement and regulatory agencies to collect and record information. Provides officers with verifiable and supportable documentation to assist in completion of reports.

Maintains and mails or transports tests and materials to laboratories for confirmation. Maintains chain of custody of urinalysis testing materials and inventory of supplies.

Processes incoming correspondence, including offender reports, properly documenting, distributing, and recording. Prepares and processes forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.

Assists officers in monitoring and processing monthly supervision reports. Verifies financial status/balances and notifies officers of problems or issues.

Receives and transfers case files from other districts.

Opens, closes, and updates information into computerized records, including the Probation Automated Case Tracking System (PACTS). Researches information from case records and enters into system as appropriate. Screens forms completed by officers and requests corrections as needed. Retrieves information from databases and generates periodic reports. Scans, creates PDF files, enters data, and uploads documents into PACTS as required.

Provides general clerical office support by performing any or all of the following tasks: Answers telephones and takes messages, copies and distributes documents, sends and receives faxes and electronic mail messages, receives all incoming mail and packages, completes receiving reports, and distributed accordingly.

Performs other duties as assigned.

QUALIFICATIONS:

- * Applicant will 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.

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:

- * 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

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 #21-04” in the subject line to:

teresa_maddocks@okep.uscourts.gov

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**