



November 22, 2021
Position Announcement #22-02

**UNITED STATES DISTRICT COURT
Northern District of Illinois
U.S. PROBATION OFFICE**

POSITION ANNOUNCEMENT NUMBER: 22-02

POSITION TITLE: Probation Services Technician

OPENS: Monday, November 22, 2021

CLOSES: Friday, December 17, 2021

TYPE OF APPOINTMENT: Full Time / Permanent Appointment

CLASSIFICATION LEVEL/SALARY: CL-24 (\$42,912 - \$69,761)

CL-25 (\$47,407 - \$77,034)

Classification level will be based on qualifications and experience.

Promotion potential from CL 24 to CL 25 without further recruitment.

NUMBER OF POSITIONS: More than one vacancy may be filled.

LOCATION: Chicago, IL

AREA OF CONSIDERATION: Open to the public.

POSITION OVERVIEW: The United States Probation Office in the Northern District of Illinois is currently recruiting for a full-time Probation Services Technician. The Probation Services Technician provides technical, administrative, and case management support to probation officers and officer assistants and other members of the court unit. This includes assisting during presentence and supervision related investigations, urinalysis testing, gathering arrest and related criminal history information, assisting with collateral contacts and investigations with community agencies, reviewing and organizing financial documents. This includes assisting with data entry and data base searches including ATLAS, NCIC, Clear and those available on the Internet. The incumbent will also assist with administrative support by electronically filing case documents, periodically review the status of inactive cases, serve as back-up with reception and general clerical duties.

Incumbent may be permitted to telework following the guidelines of the agency's telework policy.

REPRESENTATIVE DUTIES:

- Assist probation officers in obtaining verifiable and supportable documentation during presentence investigations.
- Process record checks through local and national databases, including those designed to provide arrest, financial, and background information.
- Gather criminal history records and drafts summaries in guideline format.
- Conduct inquiries with collateral agencies to verify defendants' background information.
- Gather and organize victim information, including those related to financial loss, and enter it into excel spreadsheets or database systems.
- Assist probation officers in obtaining verifiable and supportable documentation for case management of individuals to be released from prison or on supervision.
- Conduct case file reviews and advise officers of matters needing their attention.
- Conduct/observe with urinalysis testing and processing.
- Draft, format, and edit status and/or compliance reports for probation officers to submit to the court or other agencies that have a business relationship with the court.
- Assist officers in responding to collateral request for information.
- Process periodic record checks on caseloads, including inactive supervision as well as deportation cases.

- Set up new supervision case records and perform various case file management tasks.
- Update information in the Probation and Pretrial Services Automated Case Tracking System (PACTS).
- Assist with general office coverage duties such as, but not limited to, reception duties, and general clerical work.
- Participate in on-going training and development in order to remain current of advanced techniques.
- Electronically file case documents.
- Process billing.
- Other duties as assigned.

QUALIFICATIONS:

- High school graduation or equivalent. Completion of a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations or business or public administration preferred.
- Two years of general work experience that indicates the candidate possesses or has the ability to acquire the particular knowledge and skills needed to perform the duties of the position is required. (Note: education beyond high school may be substituted for general work experience.)
- One year of progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse disorder treatment is highly desirable and preferred.
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills.
- The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs.
- A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies and regulations of the Court.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

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.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Eleven (11) paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Optional participation in the federal health insurance program of your choice.
- Optional vision and dental programs are offered as well.

- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- On-site employee fitness center.

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

APPLICATION PROCEDURE:

You may apply by submitting the following as a **single PDF document**:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment (found on our website at http://www.ilnp.uscourts.gov/pdfs/AO_078.pdf)
- Copy of two most recent performance appraisals

Complete applications should be submitted via e-mail to human_r_ilnp@ilnp.uscourts.gov by close of business on **December 17, 2021 at 5:00 p.m.** All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

IMPORTANT NOTICE!

Candidates for employment must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

Applicants contacted for an interview will be required to participate in job-related testing as part of the screening process.

All applications must be submitted by Friday, December 17, 2021. Only electronic submissions will be accepted. Applicants must be a citizen of the United States or eligible to work in the United States. All employees are required to adhere to the Code of Conduct for judicial employees. The incumbent will be subject to local and federal background investigations, and may be subject to submit a recent credit report. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to interview only those applicants who have demonstrated that they possess these preferred qualifications. Due to the volume of applicants received, the probation office will contact only those applicants who will be tested or interviewed.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

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