



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

CAREER OPPORTUNITY FOR  
PROBATION SERVICES TECHNICIAN

**DUTY STATION:** Chicago, Illinois

**OPENING DATE:** Wednesday, September 7, 2016

**CLOSING DATE:** Open until filled\*\*  
\*\* Applications received by close of business Wednesday, September 21, 2016 will be given priority consideration.

**JOB GRADE:** CL 23/24/25 (CPS Pay Table CHI)

**SALARY:** CL 23 Range: \$35,124 - \$57,102  
CL 24 Range: \$38,910 - \$63,221  
CL 25 Range: \$42,969 - \$69,839

**# OF VACANCIES:** Up to Three Vacancies may be filled

Starting salary will be dependent upon qualifications and experience. If selected candidate is hired at the CL 23 or CL 24 then promotion up to the CL 25 will occur without further competition, with satisfactory performance, and after year(s) in grade qualifications are met.

**Overview:**

The Probation Office for the Northern District of Illinois serves 37 U.S. District Judges and 12 Magistrate Judges and covers 18 counties in northern Illinois. Our office is comprised of 100+ employees. The Probation Office headquarters is located at 230 S. Dearborn St., Suite 3400, Chicago, IL 60604. There are two divisional offices (Eastern, located in Chicago, IL and Western, located in Rockford, IL) and one satellite office (located in Lisle, Illinois).

We are now accepting applications from qualified candidates for the full time position of Probation Services Technician. **The Probation Services Technician serves in a judiciary NON-law enforcement position, and is not on a career track to becoming an officer.** The incumbent provides technical, administrative, and case management support to probation officers, officer assistants and other members of the court unit in a variety of areas, including assisting with compiling information for investigations, urinalysis testing, gathering arrest and related criminal history information, assisting with collateral contacts and investigations with community agencies, reviewing and organizing financial documents.

## **Representative Duties:**

- Process record checks on active cases through local and national databases, including those designed to provide arrest, financial and social media information. Perform periodic record checks on other caseloads, including inactive supervision and deportation cases.
- Assist probation officers in obtaining verifiable and supportable documentation during presentence investigations and/or for case management of individuals being released from prison or those on active supervision.
- Assist with the collection, tracking and data entry of various financial documents.
- Conduct/observe urinalysis testing and processing in the probation office setting. Maintain and mail/transport urinalysis tests and materials to laboratories for confirmation. Maintain supply inventories.
- May assist probation officers with the monitoring of administrative cases.
- May contact offenders/defendants through office visits and by telephone under the supervision of USPOs/SUSPOs. At the direction of the USPO, may investigate employment/sources of income, life style factors, and associates to help assess offender risk and compliance with conditions of supervision.
- May assist with the entry of schedules into the Location Monitoring database (BI, Inc.) and assist specialist officers with the oversight/review of computer monitoring software.
- Assist with general office coverage duties such as, but not limited to, clerical work, receptionist duties, and document upload (which will include such things as electronic court filings, SPCS, BI, Inc., etc.).
- Set-up new supervision cases and perform various file management tasks. Enter and maintain official case record data from initial opening to final disposition.
- Write, run, and distribute PACTS/DSS reports for managers and administration.
- Provide guidance and assist staff with data entry questions and perform data entry as needed.
- Serve as back-up to DQAs and, as needed, perform necessary edits to databases in preparation for monthly extraction. Extract and provide data to AO as required and in accordance with policy. Provide managers with data extractions for the purposes of assessing workload trends.
- May serve as back-up to the Procurement Specialist and assist with ordering, processing invoices or contacting vendors. May process invoices for payment from contract treatment vendors and/or regular vendors and prepare payment vouchers.
- Perform other related duties as required.

*\*\*\*Offender contacts occur in a controlled office setting. During any direct contact, a probation officer or court room security officer is in close proximity and duress alarms are readily accessible. Incumbents do not conduct home visits or meetings with the offender outside of the secure probation office setting.*

## **MINIMUM POSITION REQUIREMENTS:**

- Unquestioned integrity and exemplary character.
- High school graduate or equivalent and have two years of general experience and at least one year of specialized experience. Specialized experience is described as: Progressively responsible clerical or administrative experience requiring 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies and similar.

- Excellent oral and written communication skills.
- Ability to work under pressure of short deadlines.
- Ability to follow detailed instructions accurately.
- Ability to follow safety procedures.

### **PREFERRED QUALIFICATIONS:**

- Entry level knowledge of the roles and functions of the federal probation office, including general knowledge of practices and procedures used in probation.
- Entry level knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, Federal Bureau of Prisons, Federal Public Defender's Office and other organizations.
- Entry level knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities.
- Knowledge of legal terminology and of basic investigative techniques.
- Knowledge of Microsoft Word, Excel, Windows and other software applications used by the Court.
- College level coursework and/or completion of an Associate's or Bachelor's degree related to the criminal justice or legal field.
- Fluency in Spanish is helpful but not required.

### **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. Electronic Fund Transfer for payroll deposit is required.

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.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and childcare.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Optional participation in the Thrift Savings Plan (similar to a 401(k)).
- A minimum of 10 paid holidays per year.

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:**

For consideration, qualified applicants must provide the following in PDF format:

1. Cover letter
2. Resume
3. Completion of AO78 application form (follow link below)  
<http://www.ilnp.uscourts.gov>

You may send your application packet via U.S. Mail or email. If sending via email, please send entire packet as **one PDF attachment** to **human\_r\_ilnp@ilnp.uscourts.gov**. **Please title the email by the Position Title and Position Announcement # (e.g. Probation Services Technician, #16-11). Applications may be mailed to: ATTN: Human Resources, U.S. Probation Office, 230 S. Dearborn St., Suite 3400 Chicago, IL 60604** , Failure to submit any of the items requested may disqualify you from consideration. Tentatively, interviews will be held on the week of September 26, 2016.

**Applicants called for interview will be given a written assessment exercise.**

Due to the expected high volume of applications for this position, the U.S. Probation Office will only make contact with those applicants who are invited to interview.

**Miscellaneous:**

Employees of the U.S. Probation Office are appointed in the excepted service, and are considered “at-will” employees. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be United States citizens or eligible to work in the U.S. The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written or other notice.

***THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER***

**ABC/gmr**