



February 27, 2025  
Position Announcement #25-02  
Probation Services Technician

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

**POSITION TITLE:** Probation Services Technician

**OPENS:** February 27, 2025 **CLOSES:** March 13, 2025 (or until filled), Priority given to applications received by 5pm on 3/13/25.

**TYPE OF APPOINTMENT:** Full Time / Permanent Appointment

**LOCATION:** Northern District of 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, and reviewing and organizing financial documents. This also involves 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 reviewing the status of inactive cases, and assist with reception coverage and general clerical duties.

**SALARY:** Grade CL-24 (\$49,477) - CL 25/25 (\$68,315). Starting salary is dependent upon qualifications and experience.

**POSITION:**

- 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.

**BENEFITS**

•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. •Health, Dental and Vision Insurance •Flexible Spending program for health and dependent care. •Commuter reimbursement program. • Group life insurance program. •Possible participation in Federal Public Service Loan Forgiveness Program. •Employee fitness center on-site.

**REQUIRED QUALIFICATIONS:**

- Applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.
- 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.

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

- Cover letter and resume
- Completed AO-78 (found on our website at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- Copy of two most recent performance appraisals
- This position requires you to complete the optional background information on the AO-78.
- List in the first paragraph of your cover letter how you found this position vacancy.

Complete applications should be submitted via e-mail to [human\\_resources@ilnp.uscourts.gov](mailto:human_resources@ilnp.uscourts.gov) by the closing date of this announcement. 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. Save your document in the following format: **Last Name, First Name**.

**Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

**IMPORTANT NOTICE!** All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Probation Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. If an exemption is requested, approval of the exemption is required before the candidate can start employment.

**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. 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 preferred qualifications. Due to the volume of applicants received, the probation office will contact only those applicants who will be 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.*