



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
Northern District of Iowa

POSITION

U.S. Probation/Pretrial Services Technician(s)

Announcement No. 16-4
More than one position may be hired from this posting.

LOCATION

Sioux City, Iowa
Cedar Rapids, Iowa

SALARY/TARGET

CL23 \$15.38 - \$25.02 Hourly
Starting wage depends on education and experience. Above range reflects the full pay scale for this position; however, the incumbent would likely start in the developmental range. These wages pertain to applicants that would be *new* Federal Judiciary Law Enforcement appointments.

OPENING DATE

7/14/2016

CLOSING DATE

08/05/2016 or until filled

POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office for the Northern District of Iowa is currently recruiting part-time Probation/Pretrial Services Technician(s). These positions will be located in the Sioux City, Iowa and Cedar Rapids, Iowa office of the U.S. Probation Office, Northern District of Iowa. The Probation/Pretrial Services Technicians will work part time hours as needed with flexibility in setting his/her tour of duty. These positions are "When Actually Employed;" the successful candidates will be paid based on the number of hours worked up to 40 hours per week. The incumbent will assist U.S. Probation/Pretrial Officers (USPOs) in the performance of their duties.

Representative Duties

- Assists the USPOs in conducting investigations which includes preparation of prior records and personal and family data.
- Assists the USPOs in compiling, analyzing, and evaluating information gathered during investigations of case plans for release and non-compliance reports.
- Contacts offenders/defendants through office visits and by telephone under the direction of the USPOs. Investigates employment/sources of income, life style and associates to help assess risk and compliance factors.
- Communicates with other organizations and persons concerning offenders/defendants' behaviors and conditions of supervision. Assists the USPOs in preparing reports including bond reports and violation reports.
- Assists USPOs in procuring and managing treatment for defendants and offenders, including taking specimens
- Performs other duties as assigned.

QUALIFICATIONS

Applicant must be a U.S Citizen or eligible to work in the United States. High School Diploma or GED is required. Candidates must also have two years of general experience, defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Educational Substitution: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Preferred Qualifications: 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, or human relations.

ADDITIONAL INFORMATION FOR APPLICANTS

The U.S. Probation Office requires employees to adhere to a code of conduct and dress code.

The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

U.S. Probation Office employees serve under "Expected Appointments." They are considered "at will" employees, with the exception of U.S. Probation Officers, who are "for cause."

These positions are temporary, are defined as "When Actually Employed" positions, and are not eligible for most benefits. However, under some conditions intermittent employees may be eligible for Health Insurance, but only if certain criteria are met (based on hours worked).

The incumbents will be paid based upon the number of hours worked, up to 40 hours per week.

These positions are considered part-time; the duration and hours are dependent upon the needs of the office.

As a condition of employment verification, an FBI Background check is required.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The Probation Office provides reasonable accommodations to applicants with disabilities.

HOW TO APPLY

Candidates wishing to apply must submit a letter of application that describes their interest in the position as well as any relevant education, experience, skills, or abilities that they believe makes them uniquely qualified for the position, along with a resume and three professional references.

To be assured consideration for this position all required documents must be included in your application.

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of this position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment. The application can be accessed <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references

Documents should be emailed in PDF format to: hr@ianp.uscourts.gov

Please reference Vacancy Announcement No. 16-4 in the email subject line

Please note:

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.

The United States Courts is an Equal Employment Opportunity employer.