



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
Northern District of Iowa

POSITION

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

Announcement No. 21-4

More than one position may be hired from this posting.

LOCATION

Cedar Rapids, Iowa or
Sioux City, Iowa

SALARY/TARGET

CL23 (\$34,945-\$56,790)

The salary range listed here reflects the full pay scale for this position; the incumbent would likely start in the developmental or lower end of the pay scale. Starting salaries depend on education, skills, and experience. Promotional potential without further competition is possible and is based on individual skills, experience, and performance.

OPENING DATE

02/23/2021

CLOSING DATE

03/21/2021 or until filled. This means an application can be received after the closing date, up to the time the position is filled, and still be fully considered.

POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office for the Northern District of Iowa is currently recruiting Probation/Pretrial Services Technicians. These positions will be located in the Cedar Rapids, Iowa, and/or Sioux City, Iowa office within the U.S. Probation Office, Northern District of Iowa. These positions are temporary (contingent upon funding and the needs of the office), and are not to exceed one year and one day, at such time, the ongoing need for this position will be assessed and possibly extended. The incumbent will assist U.S. Probation/Pretrial Officers (USPO's) in the performance of their duties.

Representative Duties

- Assists the USPOs in conducting investigations which includes preparation of presentence reports, 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, lifestyle and associates to help verify, 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 urine 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 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. Previous state or federal judicial or corrections experience is highly desired.

ADDITIONAL INFORMATION FOR APPLICANTS

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. All applicant information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

All court employees are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a). which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

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

U.S. Probation Office employees serve at the pleasure of the court.” They are considered “at will” employees, with the exception of U.S. Probation Officers, who are “for cause.”

Federal benefits include paid vacation and sick leave, (10) paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability insurance, long term care insurance, dental and vision insurance, and participation in the court’s flexible benefits program. Please visit www.uscourts.gov/careers/benefits for additional information.

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

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The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@ianp.uscourts.gov. Applicants may view the district’s Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan on the court’s website at <https://www.iand.uscourts.gov>

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 and resume 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. Incomplete applications will not be considered. The application may be accessed at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
3. Resume with references.

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

Please reference Vacancy Announcement No. 21-4 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.

