



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2025-01

<b>POSITION:</b>	<b>Probation Services Technician</b> Full-Time/Temporary (Not-To-Exceed One Year and One Day) <i>One or more positions available</i>
<b>LOCATION:</b>	Newark, New Jersey
<b>LEVEL/SALARY RANGE:</b>	<b>CL 23 Pay Table NY (\$47,089 - \$76,555)</b> <i>Depending upon qualifications and experience.</i> <i>Position may become permanent without further competition.</i>
<b>OPENING DATE:</b>	January 13, 2025
<b>CLOSING DATE:</b>	Open Until Filled

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#### **POSITION OVERVIEW:**

The U.S. Probation Office for the District of New Jersey is currently accepting applications for a Probation Services Technician.

The Probation Services Technician provides technical, administrative, and case management support to probation officers and officer assistants in a wide range of areas including, but not limited to, assisting with conducting investigations, research, report preparation, coordinating with other agencies, and performing other similar duties as assigned. As requested by supervisory officers and/or office managers, the incumbent will assist with general office coverage duties.

The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. The incumbent will be expected to be familiar with all canons of the *Code of Conduct for Judiciary Employees* and local and national confidentiality policies.

Limited travel to other offices and for training events may be required.

### **REPRESENTATIVE DUTIES:**

Administer the district's low-risk administrative caseload. Activities may include, but are not limited to, reviewing monthly supervision reports; completing and reviewing required records checks; conducting all Probation and Pretrial Services Automated Case Tracking System (PACTS) work associated with the opening and closing of cases; monitoring payment of criminal financial penalties; conducting financial investigations as needed; working with the U.S. Attorney's Financial Litigation Unit; processing travel requests; and preparing reports for the court. The Probation Services Technician will work cooperatively with a Supervisory Probation Officer for assignment of any activities requiring direct contact with a defendant/individual under supervision to a U.S. Probation Officer.

Administer the district's inactive caseload. Activities can include, but are not limited to, processing collateral law enforcement requests, conducting and reviewing records checks, conducting and/or initiating investigations and preparing reports for the court.

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 draft 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.

Assist with the processing/mailing of urinalysis tests.

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 requests 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 on advanced techniques.

Perform other duties as assigned.

### **QUALIFICATIONS:**

To qualify for the position of Probation Services Technician at the CL 23 level, the incumbent must be a high school graduate or equivalent with at least two years of general experience.

*General experience* is 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.

### **COURT PREFERRED SKILLS:**

Excellent computer knowledge, with experience in the Windows operating environment and word processing knowledge, with ability to produce a high volume of material accurately. Knowledge of automated systems used for conducting background checks. Knowledge of legal terminology. Excellent oral and written communication ability with a diverse range of individuals. Knowledge of and the effective application of grammar, punctuation, and syntax rules is essential. Ability to organize, oversee, and complete multiple projects simultaneously. Detail oriented with strong organizational skills. Dependable with commitment to regular attendance and the ability to work beyond traditional office hours, if needed.

A bachelor's degree from an accredited college or university is highly desirable.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprints, criminal record check, driver's record check, and credit history check will be conducted. The applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

### **EMPLOYEE BENEFITS:**

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15<sup>th</sup> year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
- Participation in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401k plan. Voluntary participation in the Federal Employee Health Benefits Program, Federal Employee Group Life Insurance Program, Federal Judiciary employee long-term care insurance, Flexible Spending Accounts (FSAs), the commuter benefits program, Employee Assistance Program (EAP), and work/life services.
- Up to 14 paid holidays a year.
- Mandatory electronic direct deposit of salary payment.

For more detailed information about federal court benefits, please go to:  
<https://www.uscourts.gov/careers/benefits>

**APPLICATION PROCEDURE:**

Applicants interested in this vacancy should submit a cover letter, resume and a completed AO78 Application for Judicial Branch Employment (which can be obtained from [www.uscourts.gov](http://www.uscourts.gov)) to the attention of:

Natividade Ribeiro, Human Resources Specialist  
U.S. Probation Office  
50 Walnut Street, Room 1001  
Newark, NJ 07102  
Announcement # 2025-01

E-mail versions are preferred and may be submitted to: [Natividade\\_Ribeiro@njp.uscourts.gov](mailto:Natividade_Ribeiro@njp.uscourts.gov).

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Probation Services Technician Vacancy #2025-01 in the email subject line. Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the AO78 application.

**SELECTION PROCESS:**

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals who will be invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview and testing. The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the "Excepted Appointment" status and are considered "At-Will" employees.

The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY  
IS AN EQUAL OPPORTUNITY EMPLOYER