

UNITED STATES DISTRICT COURT
District of Connecticut
U. S. Probation Office

Edward S. Chinn
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JOB OPPORTUNITY

Announcement Number: 16-CT-04

Position Title: Probation Support Technician (More than one position may be filled).

Type of Appointment: Full-Time Temporary (Not to exceed one year and one day from appointment).

Salary Range: CL23/24: (\$35,337 - \$65,116)
(Depending upon qualifications, experience, location)

The U.S. Probation Office in Connecticut, is currently accepting applications for the position of Probation Support Technician. The incumbent will provide support to the probation officers.

Position Location: Bridgeport, New Haven or Hartford

Opening Date: September 1, 2016

Closing Date: September 15, 2016

The Probation Support Technician position is also a training opportunity whereby the employee will receive specific skills, experience, potential career advancement and valuable professional development.

REPRESENTATIVE DUTIES:

Assists Officers in performing investigations of all types for the office and other districts (e.g.

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collateral, presentence, post sentence, etc.). Contact various law enforcement and regulatory agencies to collect and record information for both presentence and investigation and collateral investigation reports.

Also, maintain case records as required, participate in and contribute to ongoing training programs, conduct law enforcement and other record checks via various automated systems, performs receptionist duties.

JOB REQUIREMENTS:

The candidate must demonstrate computer and keyboard skills, have excellent writing and verbal communication skills, organizational skills, ability to deal with multiple demands in a fast-paced environment, ability to work with a wide variety of people with diverse backgrounds and must maintain a professional demeanor and presence.

MINIMUM QUALIFICATIONS: The successful applicant must be currently enrolled in an accredited undergraduate or graduate program and must have completed at least 30 credits at the time of the application.

PREFERRED QUALIFICATIONS: Applicant has 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.

EMPLOYEE BENEFITS: Judiciary employees serve under excepted appointments (not competitive civil service). Full time employees of the United States Probation Office are eligible for a full range of benefits to include:

Health and life insurance, leave, retirement benefits, participation in Thrift Savings Plan and the judiciary's supplemental benefits (parking or commuter subsidies).

Professional casual dress except for Court.

This office may contact references on top candidates and former employers.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

CONDITIONS OF EMPLOYMENT. A successful background check is required for employment in this position. The Probation Office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

How to Apply. Qualified persons must submit a letter of interest outlining qualifications and skills, a resume, transcripts for any education above high school level and an AO-78, Application

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for Judicial Branch Federal Employment.(to obtain the AO78 application form, go to <http://www.ctd.uscourts.gov/ctp>, and two references along with two performance evaluations.

Incomplete or hand written applications will not be returned, retained, or considered. Only one application per candidate will be accepted for this announcement.

Please submit application materials to the attention of:

**Edward Scott Chinn, Chief
United States Probation Officer
Connecticut Financial Center
157 Church Street, 22nd Floor
New Haven, Connecticut 06510**

or email as **one** document to: Joyce_Crowther@ctp.uscourts.gov

SPECIAL NOTES:

United States Citizenship or eligible to work in the United States is required for consideration for this position.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written or other notice.

Applications submitted for this position may be considered for similar positions which may occur within one year from the date the position is filled.

Only candidates who are selected for interviews will receive a written response regarding their application.

Participation in the interview process is at the applicant's own expense.

The United States Probation Office for the District of Connecticut is an Equal Opportunity Employer and values diversity in the workplace.