

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

RICHARD W. CRAWFORD
Chief Probation Officer

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VACANCY ANNOUNCEMENT No. 2008-08

Position Title: PROBATION SERVICES TECHNICIAN

Number of Vacancies: More than one position may be filled.

Salary: Court Personnel System Classification Level: **CL-24, Step 1 - \$36,007 per year.** Salary includes 25% Cost of Living Adjustment [2008 Pay Table 00].

Position Location: UNITED STATES PROBATION OFFICE
300 Ala Moana Boulevard, Room C-110
Honolulu, Hawaii 96850

Term of Employment: Temporary full time position with a not-to-exceed date of September 30, 2008 [subject to need and available funding].

Closing Date: Position open until filled. Applications received by June 2, 2008 will be given priority consideration.

DEFINITION: This non-hazardous duty position is located in the U.S. Probation Office, District of Hawaii. The incumbent provides technical support and services to probation officers in a wide range of areas. In addition, the incumbent assists with and performs selected administrative tasks. This is a full-time position, reporting to the Deputy Chief Probation Officer.

Representative Duties:

- Makes contacts with various local law enforcement and regulatory agencies to collect and record information.
- Screens and prepares case referrals (evaluating risk/needs assessment instrument results against criteria for supervision levels and program eligibility).
- Assists officers in casebank-related activities (interactive journaling and individual and group supervision programs).
- Manages and tracks statistical data for pre- and post-program participation outcomes.
- Participates in on-going reentry and programming for offenders exiting the Federal Detention Center (FDC), Honolulu and the Residential Reentry Center (Mahoney Hale) in Honolulu (e.g., offender workforce programs, PACS pre-apprenticeship program, etc.).

- Follows through on Bureau of Prison's inmate skills initiative requirements and community placement investigations.
- Enters statistical data into automated database.
- Assists in maintaining the district's electronic monitoring program (e.g., inventory of equipment and arranging for service and repair, etc.).
- Assists in overseeing the utilization of office automation systems and equipment; provides technical automation support to the court unit staff as required.
- Assists in arranging travel and lodging for Probation Office staff, ensuring compliance with travel regulations contained in the *Guide to Judiciary Policies and Procedures*. Also assists in preparing travel authorizations and with other travel duties as assigned.
- Provides assistance as needed to Probation Office staff in the performance of their duties.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Performs other duties as assigned.

JOB REQUIREMENTS: General knowledge of the criminal justice system and knowledge of probation and parole procedures, and the supervision process. Ability to identify unusual problems for resolution or referral to the Probation Officers. Ability to communicate orally and in writing with a wide variety of people of diverse backgrounds. Ability to meet recurring deadlines. General knowledge of the travel regulations in the *Guide to Judiciary Policies and Procedures*. Ability to use office automated systems. Skill in data entry with personal computers.

MINIMUM REQUIRED EXPERIENCE AND EDUCATION: To qualify for the position of Probation Services Technician, CL-24, Step 1, a person must be a high school graduate or the equivalent with at least two (2) years of general experience and one (1) year of specialized experience equivalent to work at the CL-23 level.

General Experience is defined as progressively responsible clerical, office or other work which indicates the possession of the knowledge and skills needed to perform the duties of the position.

Specialized Experience is defined as progressively responsible office experience requiring the regular and recurring application of office procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or law.

Education/Experience Substitutions: 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) of education equals nine months of experience. Excess specialized experience may be substituted for required general experience.

COURT-PREFERRED SKILLS:

Additional qualifications, skills, and experience preferred, but not required:

1. Knowledge of and experience with Windows format word processing.
2. Previous work experience in entering data into an automated database.
3. Knowledge of the processes and methods of the court unit in order to be able to assist with the district's office automation system/equipment and provide technical automation support to the court unit staff.
4. Excellent communication skills (oral and written). Ability to accurately summarize relevant information in an organized, objective, clear and concise manner.
5. A mature and professional manner required in dealing with the Court, fellow Probation Office staff, and other officials.
6. Time management skills, accuracy, ability to handle multiple tasks simultaneously, and attention to detail required.

DESIRABLE PERSONAL CHARACTERISTICS: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

***SALARY:** The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, i.e., CL-24, Step 1 = GS-5, Step 4. The target grade for this position is CL-24.

BENEFITS: The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees and, as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.

This is a **TEMPORARY APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2008**. Position may be terminated sooner or be extended depending on funding/office needs. While serving under a temporary appointment not to exceed SEPTEMBER 30, 2008, incumbent earns annual leave, sick leave and paid holidays. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT: Applicants must be citizens of the United States of America or must be eligible to work in the United States. Candidates selected for interviews will be

required to participate in appropriate proficiency testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) prior to an offer of employment being made.

Employees will be subject to an orientation period for one year. This position is classified as a "**Sensitive**" position. The appointment is provisional. As a condition of employment, the candidate selected for this position will be fingerprinted and will be subject to and must successfully complete a background investigation with law enforcement agencies. Retention will depend upon the successful completion and favorable suitability determination based on the appropriate background investigation.

TO APPLY: Qualified applicants must submit:

- 1) **THREE (3)** copies of a cover letter which addresses qualifications, skills, and relevant experience [see section on *Job Requirements*] necessary for the position.
- 2) **THREE (3)** copies of the SF-171, Application for Federal Employment.

You must submit **ALL** documents to be considered for this opportunity; incomplete application packets will not be considered. **RESUMES and OTHER APPLICATION FORMS WILL NOT BE ACCEPTED OR CONSIDERED. NO EMAILS OR FAXES WILL BE ACCEPTED.** Mail application packets to:

U.S. PROBATION OFFICE
Attention: Human Resources
300 Ala Moana Boulevard, Room C-110
Honolulu, Hawaii 96850
Telephone 808-541-1283

The SF-171/171-A form is available from the U.S. Probation Office or from the Hawaii U.S. District Court web site at www.hid.uscourts.gov under FORMS and "Miscellaneous."

Due to the volume of applications, **the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews.** The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw any 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 elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER