



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE
**VACANCY ANNOUNCEMENT
NO. 2015-07**

Position:	PROBATION SUPPORT TECHNICIAN
Status:	Full-Time, Excepted Service, Temporary (<i>up to one year and one day</i>) with potential for extension or conversion to permanent status without further competition, subject to funding.
Classification Level:	Court Personnel System, Classification Level 22 Table N6 – Hawaii Starting salary, dependent on qualifications Grade: CL-22, steps 1-61; Salary range: \$29,251-\$47,613 <i>*Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).</i>
Position Location:	United States Probation Office 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850
No. of Positions:	More than one position may be filled
Closing Date:	Position open until filled. Priority consideration for applications received by 4:00pm, April 20, 2015

The United States Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time **Probation Support Technician** position.

REPRESENTATIVE DUTIES

- Create new investigative files at the direction of probation officers and maintain files-up-to-date and in accordance with appropriate documents.
- Sort, classify and scan appropriate documents from paper case files into the Probation Automated Case Tracking System (PACTS)
- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide backup reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.
- Perform other related duties as required.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of standardized forms and documents used in both the presentence investigation and supervision disciplines. Ability to learn automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve problems and refer unusual or complex issues to office manager or probation officers.
- Ability to organize and prioritize work. Ability to work under pressure of short deadlines and handle multiple tasks. Ability to follow detailed instructions accurately.

SALARY AND REQUIRED QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System. Applicants must have a high school graduation or equivalent. A college degree is preferred.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-22 = GS-6.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. Citizens or eligible to work in the United States. A successful background check is required for employment in this position. The Probation Office may complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) Cover letter which clearly outlines your professional qualifications, skills and experience that demonstrate your ability to perform the duties of the position'
- 2) An updated resume;
- 3) [Judicial Branch Federal Employment application \(AO-78\)](#), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Three references (*with name and contact information*)

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit documents electronically via email to: careers@hip.uscourts.gov
with subject line: *VA 15-07 PST (your name)*.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. 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 OPORTUNITY EMPLOYER