



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 21-08

Opening Date: April 12, 2021

Closing Date: May 3, 2021

Position:	PROBATION TECHNICIAN
Position Type:	Temporary (One Year and One Day) Full-Time 40 Hours/Week
Position Location:	Western District of New York – Rochester
Salary Range:	Classification Level 22 \$28,197 - \$35,265 (based on qualifications and experience)
Starting Date:	June 2021

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, four senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Rochester** office. This position is temporary (contingent upon funding and needs of the office) and is not to exceed one year and one day, at such time, the ongoing need for this position will be assessed and possibly extended.

REPRESENTATIVE DUTIES:

A Probation Technician performs duties and responsibilities such as, but not limited to, the following:

- Screens telephone calls and visitors. Answers routine questions, provides assistance as authorized, and refers persons to the appropriate individual. Performs routine tasks such as copying, mailing, scanning and filing.
- Assists officers with routine data information collection for various types of reports such as requesting records from credit bureaus and conducting criminal records checks. Prepares and processes forms and documents ensuring consistency and accuracy of court documents, officer reports and related paperwork. Requests information from courts, police departments and other law enforcement agencies.
- Maintains electronic and physical files in accordance with established procedures through data entry, document imaging and file management.
- Assists support specialists as needed in completing weekly court calendars, forwarding fine and restitution payments to other districts, and providing backup assistance when necessary.
- Assists officers with reviewing offender files and entering appropriate data for risk assessment and chronological entries.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent to qualify for Classification Level 22, Step 1(\$28,197). At the discretion of the Chief U.S. Probation Officer, an applicant may be eligible for placement in Steps 2 through 25 (\$28,197 -\$35,265) of Classification Level 22 if they possess one or more years of general experience. An evaluation of the quality of general experience and competitive factors will determine placement at salary levels above Step 1.

GENERAL EXPERIENCE:

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.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

This position is classified as a sensitive position which requires the final candidate to undergo a mandatory local background investigation, FBI fingerprint check and subsequent favorable suitability determination as a condition of employment.

COMPETITIVE FACTORS:

Applicants possessing a two-year college degree are preferred. Knowledge of Microsoft Office and Windows is desirable.

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) equals one year of general experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience. Excess specialized experience may be substituted for required general experience.

APPLICATION PROCESS:

Individuals interested in being considered for this position are invited to submit a cover letter and resume to Lisa M. Janca, Human Resources Administrator, 2 Niagara Square, Buffalo, New York 14202, or email to HR@nywp.uscourts.gov. Resumes must be received by the close of business at 5 PM on May 3, 2021.

Job description and additional information can be located on our website at www.nywp.uscourts.

Applicants must be United States citizens or eligible to work in the United States. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer