

**UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT/NORTH CAROLINA**

**Vacancy Announcement/Position Overview  
Vacancy Number FY2001S2**

**POSITION: Probation Support Technician  
(Temporary Full-Time Which May Become Permanent)**

**POSITIONS AVAILABLE: One**

**Open until filled.** The initial cutoff date will be **January 21, 2020**. Applications received by the initial cutoff date will receive first consideration. **Applications received after January 21, 2020 will then be considered until the position is filled.**

**AREA OF CONSIDERATION: Nationwide**

**EMPLOYMENT TERM: Under this vacancy, the Probation Support Technician position is a temporary full-time position with an employment period of one year and one day. Temporary Indefinite positions may be extended; converted to permanent status; or converted to full-time permanent status without further competition--subject to need and available funding.**

**Opening Date: 01-08-2020**

**Closing Date: 01-21-2020 (Initial Cutoff)**

**LOCATION: Salisbury, North Carolina \*\***

Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

**HOURS PER WEEK: 40**

**SALARY RANGE: (CL 23) \$33,967 to \$55,200**

\*Starting salary commensurate with qualifications and subject to availability of funding.

\*\* Duty station assignment is at the discretion of the Chief U. S. Probation Officer

**REPRESENTATIVE DUTIES:**

- Assist officers in performing investigations of all types for the office and other districts (e.g. collateral, presentence, post sentence, etc.). Contact various local law enforcement and regulatory agencies to collect and record information for both presentence and investigation and collateral investigation reports
- Conduct law enforcement and other record checks via various automated systems
- Maintain case records as required
- Participate in and contribute to ongoing training programs

- Performs receptionist duties by greeting telephone callers and visitors/clients coming into the office
- Perform other such duties as required

**JOB REQUIREMENTS:**

- Demonstrated computer and keyboarding skills
- Excellent writing and verbal communication skills
- Excellent 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
- Must maintain a professional demeanor and presence

**QUALIFICATIONS:**

**Required:**

The successful candidate must be a high school graduate or equivalent, plus two years general experience. General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. 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 undergraduate study) equals one year of general experience.

Applicants must be U. S. citizens or eligible to work in the United States.

**Preferred:**

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.

**BENEFITS:**

- Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- Periodic salary increases based on acceptable performance of duties.
- Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from "pre-tax" salary.
- Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- Numerous training opportunities.

## APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for an application package which includes the current Probation Support Technician vacancy announcement, position description, and “fillable” AO-78, Federal Judicial Branch Application for Employment form. (Prospective applicants who do not have personal internet access may want to use internet resources available at the Employment Security Commission, public libraries, colleges, and copy centers.)

To be considered for this position, a completed AO-78, Federal Judicial Branch Application for Employment form with a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position, must be submitted to the Greensboro, North Carolina office **postmarked no later than January 21, 2020**, to qualify for the initial cut-off date. **Applications received after this date will then be considered until the position is filled.** Delivery confirmation must be arranged at the time of mailing. This office will be unable to verify delivery of your application package.

**“Handwritten,” incomplete, and unsigned applications will not be considered, returned, or retained.**

**Application mailing address, contact information, and vacancy closing information:**

Wesley Sharpe  
Personnel Specialist  
United States Probation Office  
101 South Edgeworth Street - Suite R312  
Greensboro, North Carolina 27401

### **Employment contact information:**

Questions not answered within the vacancy announcement or website instructions should be directed through the Employment Line at (336) 358-4238.

**The most qualified applicants will be contacted (by telephone) for interviews prior to the final vacancy closing date. In lieu of position closing letters, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> under the Current Employment Opportunities section.**

\*\*\*\*\*

Applicants must possess a valid driver’s license.

Divisional offices within the Middle District of North Carolina are located in Greensboro,

Winston-Salem, Durham, Salisbury, and Rockingham.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.”

**This position is classified as a “Sensitive” position. The selected candidate for this position is subject to a background check, credit check, and fingerprint check as a condition of employment.**

The Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

**Special Note:** This “at will” position shall be considered “FILLED” if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be withdrawn at the discretion of the Chief U. S. Probation Officer.

Electronic Funds Transfer (EFT) is mandatory for payroll deposit.

**The United States Probation Office is an Equal Opportunity Employer.**