

**U. S. PROBATION & PRETRIAL SERVICES  
DISTRICT OF DELAWARE  
VACANCY ANNOUNCEMENT (#21-01)**

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**(INITIAL APPOINTMENT IS FOR ONE YEAR AND ONE DAY)**

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**POSITION:** PROBATION SUPPORT TECHNICIAN

**POSITION TYPE:** Temporary, Full-Time Appointment

**SALARY RANGE:** CL 23, Step 1 to 25 (\$37,986 - \$47,484)  
CL 24, Step 1 to 25 (\$42,061-\$52,588)  
CPS Table PHL  
(based on education & experience)

**OPENING:** March 3, 2021

**CLOSING:** Open until filled with first preference given to complete packets received by March 22, 2021

**JOB CATEGORY:** Operational Court Support (Non-Law Enforcement Officer)

The United States Probation and Pretrial Services Office for the District of Delaware is currently accepting resumes and supporting documentation (see **Application Procedures** section) for the position of Probation Support Technician. The District is comprised of offices located in Wilmington and Dover, Delaware. This position will be located in the Wilmington office and more than one position may be filled from this vacancy. Occasional travel may be required between locations. This position is temporary, full-time, but may become permanent, full-time without further advertisement, or may conclude earlier with advance notice.

**POSITION OVERVIEW:**

The Probation Support Technician will provide technical and administrative support to probation/pretrial services officers. Job responsibilities include, but are not limited to, the following:

- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Under the guidance and direction of an officer, monitor compliance of people on supervision by making telephone contacts and reviewing written monthly reports. Report noncompliance issues to officer.

- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports and related paperwork. Format, type and edit reports which are reviewed by an officer.
- Prepare and update case files and reports for investigation and supervision, at the direction of an officer and in accordance with established policies and practices.
- Assist in the completion of ongoing projects for investigation and supervision, at the direction of an officer and in accordance with established policies and practices.
- Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives or laws. Although on-the-job training time may vary, the experience needed to progress to the full-performance level in these positions is best obtained in a court or related legal field.

In addition to meeting the above requirements, applicants must have:

- A high school diploma or equivalent.
- Two years of general experience, defined as 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.

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.

A Bachelor's degree from an accredited college or university is preferred.

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

Proficiency working with Windows and Microsoft Word is preferred.

Specialized experience is described as a progressively responsible experience, gained after completion of a Bachelor's degree, which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Experience as a police, custodial or security officer does not qualify as specialized experience.

## **CONDITIONS OF EMPLOYMENT:**

Applicants must be a United States Citizen or eligible to work in the United States. The United States Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Judicial Employees.

Federal Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause.

Applicants selected for the position will be subject to a background check, which includes criminal history, fingerprint and credit and must be approved by the Chief United States Probation Officer.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

This position is subject to mandatory Electronic Fund Transfer (direct deposit) for salary payments.

## **BENEFITS:**

Full-time employees are eligible for a full range of benefits to include: paid annual (vacation) and sick leave; periodic salary increases; ten paid holidays each calendar year; health and life insurance; long term care insurance; dental and vision insurance; Flexible Benefits Program (medical and dependent care reimbursement); commuter benefit program; retirement benefits; Thrift Savings Plan (TSP) participation with employer matching contributions; and employee assistance program.

## **APPLICATION PROCEDURES:**

Qualified applicants must submit a cover letter, detailed resume, three professional references, copies of high school and/or college transcripts, supplemental statement and an **Application for Judicial Branch Federal Employment** (Form AO78).

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO78.pdf>

The supplemental statement is a document created/written by the applicant expressing his/her knowledge, skill and ability (referred to as KSAs) in response to the list below. The supplemental statement is important in the application process since the responses to each KSA are rated, scored and compared among all applicants. Therefore, to receive full consideration, applicants should ensure the supplemental statement address all KSAs. Otherwise, an applicant may be considered ineligible for this position. The supplemental statement should not exceed

three (3) single-spaced, typed pages.

**KSA 1: Knowledge, skill and ability that are relevant to the fields of probation/supervision, pretrial services, corrections, counseling or case management.**

**KSA 2: Knowledge, skill and ability in the use of computers, including Windows and Microsoft Word.**

**KSA 3: Knowledge, skill and ability to work well under pressure, organize work and multi-task.**

Applicants are encouraged to submit their complete application packages via email to: [DEHR@dep.uscourts.gov](mailto:DEHR@dep.uscourts.gov). A single PDF document is preferred.

If unable to submit electronically, you may forward a hard copy of your application documents to:

United States Probation and Pretrial  
Att.: Administrative Officer  
Suite 400  
824 Market Street  
Wilmington, DE 19801

**If you fail to include all required documents and/or omit an information on Form AO78, your application packet may be considered incomplete and you may not be considered for this position. The Form AO78 must contain a signature and date on the last page.**

**OTHER IMPORTANT INFORMATION:**

All qualified applicants who have submitted the required application documents before the selection is made will be considered.

Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed. However, depending on Pandemic travel restrictions, interviews may be conducted virtually. Details will be provided if you are selected for an interview.

Due to the volume of applications received, the probation office will communicate with only those individuals who will be interviewed. If you are not contacted, another candidate was invited for an interview.

The U.S. Probation and Pretrial Services office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, either of which action may occur without prior written notice or other notice.

**EQUAL OPPORTUNITY EMPLOYER**