

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA  
PROBATION OFFICE**

**JANA G. LAW**  
Chief U.S. Probation Officer

**MANUEL A. JIMENEZ**  
Deputy Chief U.S. Probation Officer

**CENTRAL OFFICE**

**WILLIAM J. GREEN FEDERAL BUILDING**  
600 ARCH STREET, SUITE 2400  
PHILADELPHIA, PA 19106-1679  
215-597-7950  
FAX: 215-597-8856



**DIVISIONAL OFFICES**

**EDWARD N. CAHN FEDERAL BUILDING**  
504 W. HAMILTON STREET, 1st FL  
ALLENTOWN, PA 18101  
610-434-4062  
FAX: 610-434-6448

**THE GATEWAY BUILDING**  
201 PENN STREET, 1ST FL  
READING, PA 19601  
610-320-5253  
FAX: 484-878-6325

**VACANCY ANNOUNCEMENT**

*The United States Probation Office for the Eastern District of Pennsylvania is accepting internal applications for the position of **U.S. Probation Services Technician(s)**.*

---

<b>VACANCY:</b>	<b>#23-08 (Spanish-Speaking Preferred)</b>
<b>POSITION:</b>	<b>U.S. Probation Services Technician</b> Full-Time/Temporary (not-to-exceed a year and a day) <i>Multiple positions may be filled</i>
<b>LOCATION:</b>	Philadelphia, PA
<b>OPENING DATE:</b>	<b>August 22, 2023</b>
<b>CLOSING DATE:</b>	<b>Until Filled</b>
<b>TARGET GRADE:</b>	CL 23 (\$40,993 to \$66,612); salary commensurate with qualifications.  This position may become permanent (without further competition), and with potential for promotion to CL 24 (\$45,395 to \$73,775), subject to the needs of the agency and incumbent's development.

---

**POSITION OVERVIEW:**

The United States Probation Office for the Eastern District of Pennsylvania is currently recruiting Probation Services Technician(s). These positions will be in the Philadelphia office. The Probation Services Technician will assist with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing administrative support for the U.S. Probation Officers. In addition, the incumbent will have the opportunity to learn about the criminal justice field, and federal probation and pretrial services functions in the U.S. district courts.

The appointment will be for one year and a day with a possibility of an extension or to become a permanent position. This is a full-time temporary position from which future positions may be filled.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Assists with the oversight of the Low-Risk caseloads;
- Assists U.S. Probation Officers in conducting investigations which includes preparations of prior

records and personal family data;

- Assists U.S. Probation Officers in compiling, analyzing, and evaluating information gathered during investigations for release and non-compliance reports;
- Contacts persons under supervision through office visits and by telephone. Investigates employment/sources of income, lifestyle and associates to help assess risk and compliance factors;
- Meets with persons on supervision under the direction of U.S. Probation Officers in the Residential Reentry Center, and at other locations approved by the Chief U.S. Probation Officer;
- Monitors safety applications for officers in the field and assists with disseminating safety bulletins;
- Communicates with other organizations and persons concerning individuals' behaviors and conditions of supervision;
- Operates random drug testing program (RUT) to include scheduling drug tests, coordinating with outside laboratories, recording drug test results, and other related duties;
- Conducts and observes urine specimen process with clients of same gender (predominately male population) and administers other types of drug testing as needed;
- Monitors computer devices of persons under supervision;
- Collects DNA samples and fingerprints or other identification required by law;
- Utilizes various criminal justice, law enforcement, and probation automated systems;
- Provides support for Problem Solving Courts. Track and organize program applications. Monitor and document program participation, accomplishments, and progress both during and subsequent to program completion. Assist with the preparation for program meetings and court sessions;
- Participates in ongoing training and development programs;
- Assists U.S. Probation Officer staff with clerical duties, including front desk coverage, processing mail, scanning documents, and routing documents to staff and outside agencies as needed; and
- Performs other related duties as needed.

#### **QUALIFICATIONS:**

##### *General Requirements:*

- Must be a United States citizen. High school diploma or GED is required.

##### *Preferred Qualifications:*

- Two years of general experience, definite progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position but can be substituted for direct educational exposure, i.e., probation-focused internship.
- A Bachelor's degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any of the behavioral sciences is preferred.
- Candidate must have sufficient computer skills to be able to demonstrate proficiency in

producing reports/documents/correspondence using electronic word processing and other office system technology; good written and verbal communication skills; knowledge of the practices and procedures used in probation services; and knowledge of legal terminology.

- Must have the ability to organize, prioritize, compile, and summarize work within established time frames. Given the professional nature of the position may be required to work, at times, in excess of 40 hours per week including nights and weekends without additional compensation.

#### **APPLICATION PROCEDURES:**

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit one complete applicant packet which includes:

- A letter of interest (cover letter)
- A current/detailed resume
- A Declaration for Federal Employment form (OF306)
- A completed Application for Judicial Branch Federal Employment form (AO78)

The OF306 form and AO78 application form can be downloaded from the probation website at <http://www.paep.uscourts.gov/job-opportunities>.

All documents should be submitted as a single PDF document saved as (LastName, FirstName) and include VAC#23-08 in the subject line to:

[PAEPdb\\_ProbationMail@paep.uscourts.gov](mailto:PAEPdb_ProbationMail@paep.uscourts.gov)

Applications will not be considered complete until all items listed above have been received by Human Resources. All application material must be submitted ELECTRONICALLY to:

Chief U.S. Probation Officer

Attn: Human Resources Specialist

Suite 2400, Federal Office Bldg.

600 Arch Street

Philadelphia, PA 19106

#### **BENEFITS:**

Employees of the United States Probation Office, Eastern District of Pennsylvania are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.

- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

**\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\***

#### **MISCELLANEOUS - OTHER INFORMATION:**

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available.

Final candidate(s) are subject to a complete background investigation. The background investigation will include, but is not limited to, prior employment records, criminal records, motor vehicle records, and credit reports. United States Citizenship is required for consideration for this position. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a background investigation and criminal record checks.

If subsequent vacancies of the same position become available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select additional candidates from the original qualified applicant pool.

The probation office reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other.

*The United States Probation Office for the Eastern District of Pennsylvania is an Equal Opportunity Employer and values diversity in the workplace.*