



Notice of Career Opportunity



U.S. Probation and Pretrial Services Office Western District of Pennsylvania

Position Title: Probation Support Technician I
Vacancy Number: 25-06
Opening Date: April 8, 2025
Closing Date: Open until filled
Duty Stations: Pittsburgh, PA
Appointment Type: Permanent
Salary Range: CL 23 (\$41,314 starting - \$67,166 ending) Table PIT
Starting salary will be based on qualifications and experience.
Salary matching not guaranteed.

The announcement may result in one or more selectees.

First consideration given to applications received by May 8, 2025, 11:59PM EST.

Probation and Pretrial Services Office

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 80 employees including probation officers and administrative support staff. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices in Erie and Johnstown.

Mission Statement

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

About the Position

Probation Support Technicians I provide specialized technical and administrative support to probation/pretrial services officers in a wide range of areas, including compiling information for investigations, conducting data entry, preparing drafts of reports and correspondence, coordinating with collateral agencies, and performing similar duties as assigned in accordance with approved internal procedures and policies.

Representative Duties

- Organizes and prepares new criminal case documents for officers' use in accordance with established case management procedures. Enters criminal case file information and statistical data into automated databases.
- Ensures case files are updated for investigation and supervision units at the direction of officer or supervisor in accordance with established policies and practices. Maintains accuracy of case records from case opening until disposition. Transfers case files to and receives case files from other districts.

- Electronically files reports with the U.S. District Court via the Court's case management system (CM-ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Prepares routine correspondence, including but not limited to form letters, notices, reports, and associated correspondence using templates and forms. Maintains correspondence control records and track correspondence through internal databases. Edit and proofread documents and reports developed by officers. As required, updates chronological entries.
- Assists probation/pretrial services officers in conducting limited scope criminal history database inquiries and compiling limited scope criminal history/profiles. Submits collateral record inquiries. Assists in record collection as needed.
- Assists officers in routing outgoing correspondence to outside agencies as needed.
- Receives, prioritizes, and routes incoming and outgoing mail and materials from within the Court and from outside agencies to the appropriate individuals within the office.
- Maintains, updates, and tracks paper and electronic files including making copies, delivering documents to staff, scanning documents, filing, and locating files and documents.
- Performs additional duties as assigned.

Qualifications

Minimum Required Education and/or Experience –

- High school diploma or equivalent is required along with two years' general clerical experience. Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

Selective Factors

- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.
- Ability to organize and prioritize duties as assigned.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others.

Preferred Skills

- Associate degree or higher 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.

Background Investigation

As a condition of employment, a criminal background check will be completed. Employment may be denied if the background investigation reveals factors that compromise security or lead the investigator to determine that the student background characteristics may conflict with the Judicial Code of Conduct for employees.

Benefits

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply

Applicants who meet all qualifications must submit the following items in PDF format online at:

<https://www.pawp.uscourts.gov/careers>

Please reference position #25-06

- Letter of interest, which includes a narrative statement that addresses your qualifications, skills, and relevant experience;
- Detailed resume including education, previous employment, and salary history; and
- Your two most recent performance evaluations, if available; and
- Application for Judicial Employment (AO-78)

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> in a fillable format. Please type or print all information, sign, and date forms where indicated. *Incomplete packets may not be considered.* Verification of employment, education, and reference checks will be made prior to any offer of employment.

Disclosures

- Applicants must be a United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- Qualified applicants selected may be administered to a written or skills specific test to gauge proficiency level.
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer
- Only the most qualified individuals will be invited for a personal interview.
- No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.