

UNITED STATES PROBATION OFFICE
DISTRICT OF VERMONT

NOTICE OF VACANCY

*The United States Probation Office for the District of Vermont is accepting applications
For the position of **Probation Services Specialist***

POSITION TITLE/STATUS: Probation Services Specialist/Full-time Permanent

ANNOUNCEMENT NUMBER: 2016-05

DUTY STATION: Burlington, Vermont

CLASSIFICATION LEVEL: Court Personnel System - CL 23 (\$32,019 - \$52,053)
CL 24 (\$35,470 - \$57,631)

OPENING DATE: December 1, 2016

CLOSING DATE: December 16, 2016

POSITION OVERVIEW:

The United States Probation Office for the District of Vermont is accepting applications for a full time Probation Services Specialist located in Burlington, Vermont. The Probation Services Specialist provides technical, administrative, and case management support to probation officers and other staff in a wide range of areas, including, but not limited to, assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, data entry and database searches. The incumbent will also assist with administrative support by electronically filing case documents, reviewing the status of inactive cases and serve as back-up with reception and general clerical duties.

REPRESENTATIVE DUTIES:

Duties and responsibilities include, but are not limited to the following:

- Assists probation and pretrial officers in the performance of presentence, pre-plea and pretrial investigations including: compiling criminal histories/profiles; writing rough drafts of select/designated sections of reports; running record checks through local and national databases; conducting inquiries with collateral agencies; contacting various local, state and national law enforcement and regulatory agencies to collect record information; third-party verification; inputting data into PSX; providing officers with verifiable and supportable documentation to assist in the completion of probation and pretrial reports.
- Assists officers in the performance of post-conviction reports including, but not limited to, running record checks through local and national databases; contacting various local, state and national law enforcement and regulatory agencies to collect record information (i.e. new arrest, violation proceedings), and inputting data into PACTS.
- Drafts and submits collateral investigations for districts throughout the country which may include placing telephone calls, collecting records, as well as maintaining files and case records.
- Participates in ongoing training and development in order to remain abreast of policy and procedural changes.

- Other related duties as assigned.

QUALIFICATIONS:

- Preference will be given to Applicants possessing an associate degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, law, or business/public administration.
- Preference will be given to candidates with at least two years of work experience typically gained in settings such as community corrections, court operations, law firms, legal offices, and social service organizations.
- Ability to communicate effectively, both in spoken and written form.
- Ability to maintain a varied and time-sensitive workload while exhibiting a high degree of organizational skill, independence, and internal motivation.
- Excellent computer knowledge and skills along with the ability to type a high volume of material accurately.
- Applicants must be U.S. citizens or be eligible to work in the United States. The selected candidate will be subject to a drug screen and background security investigation as a condition of employment.

BENEFITS:

The United States Probation Office offers a full benefits package that allows an employee to participate in the following, pursuant to the written terms of these benefit packages:

- Choice of Medical, Fee for Service and/or Health Maintenance Organizations, some plans with dental and vision benefits attached.
- Group Life Insurance; employee and family coverage available.
- Disability Insurance
- Long Term Care Benefits for the employee and family.
- Immediate participation in the Thrift Savings Plan (401K).
- Federal Employees Retirement System (Pension Program).
- 13 days of accrued vacation leave per year for the first 3 years of employment; increasing after 3 years.
- 13 days of accrued sick leave per year.
- A minimum of 10 federal holidays.
- Flexible spending accounts for healthcare, child dependent care, and commuter programs.

APPLICATION PROCEDURES:

Qualified candidates should submit a cover letter, resume, and a completed [AO-78 Application for Judicial Branch Employment](http://www.vtp.uscourts.gov/career-opportunities) (available on our website <http://www.vtp.uscourts.gov/career-opportunities>) via email to: Employment@vtp.uscourts.gov by the closing date. Please be sure your information on your AO-78 is saved prior to submitting. Date of birth and undergraduate GPA **must** be reported on the application form.

Application materials that do not adhere to the procedures above may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained.

ADDITIONAL INFORMATION:

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The U. S. Probation & Pretrial Services Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur

without prior written notice. All applicants must be a U.S. citizen or be eligible to work in the United States. All appointments also subject to mandatory electronic funds transfer. More than the advertised number of positions may be filled with this announcement. The Probation Office reserves the right to reassign an employee to any location within the District of Vermont should the needs of the agency change. Travel within the state may be required.

The United States Probation Office for the District of Vermont
is an Equal Opportunity Employer and values diversity in the work place.