

**United States District Court
District of Oregon Probation Office**

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VACANCY ANNOUNCEMENT ORP-23-01

Position Title: **Temporary Probation Services Technician**

Term of Employment: Temporary, Full Time

Classification Level: Court Personnel System CL-23; Salary range \$40,076 - \$65,122, depending on experience and qualifications.

Duty Station: Portland, Oregon

Opening Date: March 20, 2021

Closing Date: Open Until Filled

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications from qualified male gender applicants for Probation Services Technician to be stationed in **Portland, Oregon**. Under direction and guidance of a supervisor, Probation Services Technicians provide clerical and operational support duties such as inputting data, generating and reviewing reports, scanning, typing, filing, answering phones, greeting visitors, and urinalysis collection. This is a temporary position subject to the availability of funding. Position may become permanent without further competition. More than one position may be filled with this announcement.

Representative Duties:

- Organizes and prepares new criminal case documents for officers in accordance with established case management procedures. Enters criminal case file information and statistical data into databases.
- Ensures case files are updated for investigation and supervision units at the direction of officers or supervisors in accordance with established policies and practices. Confirms the accuracy of information when entered into case records. Transfers case files to, and receive 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 tracks correspondence through internal databases. Updates chronological entries as required.
- Assists probation officers in conducting limited scope criminal history database inquiries and compiles limited scope criminal history/profiles. Submits collateral record inquiries. Assists in record collection 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.
- Observes collection of urine samples from clients of the same gender in accordance with established procedures for substance abuse testing protocol. Documents the sample collection chain of custody. Maintains and enters data collection and testing results in national database. Prepares reports as needed. Please note that client contacts occur in a controlled office setting. During any direct contact, a probation officer is in close proximity and duress alarms are readily accessible.
- Serves as back-up for the drug testing lab. Assists with the operation and maintenance of the urinalysis equipment, the management of supplies, verification of monthly billings, and technical assistance on matters relating to testing procedures, including training to district staff of proper collection methods, chain of custody issues and drug use identification.
- Participates in and contributes to ongoing training programs.
- Assists with front desk and reception duties as needed.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

Applicant must be *male gender* in order to collect urine samples from clients of the same gender (bona fide occupational qualification BFOQ).

To qualify at CL-23, step 1, applicant must be a high school graduate or equivalent and have two years of **general experience**. 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. To qualify at CL-23, step 2 – 25, applicant must have at least one year of **specialized experience**. Education may not be substituted for specialized experience.

General experience is 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 position's duties.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

In addition to the minimum qualifications, preference will be given to candidates with Federal Judiciary experience, preferably in Probation.

Candidates must also demonstrate:

- Ability to communicate effectively both orally and in writing;

- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail, internet searches, etc.;
- Familiarity with standard office equipment such as scanners, copy machines, and fax machines;
- Proficiency in typing and data entry skills;
- Ability to maintain confidentiality;
- Ability to work in a team setting;
- Ability to meet deadlines and maintain case-related tracking systems;
- Extensive knowledge of proper grammar usage and the ability to edit efficiently;
- General knowledge of the criminal justice system and legal terminology;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

EMPLOYEE BENEFITS

Appointments lasting 90 days or longer, are eligible to earn annual leave and sick leave.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#). This position requires a background investigation for system access. Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the application;
2. Letter of Interest (Cover Letter);
3. Chronological Resume; and
4. List of 3 Professional References with telephone and email contact information, or two letters of recommendation (from instructors, advisors, or recent employers).

Please send complete application packets via email to hr2@ord.uscourts.gov in pdf form and include "**ORP-23-01 Probation Services Tech**" in the subject line. All documentation should be combined into one pdf. Application forms are available on the District of Oregon's website at <http://www.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.**

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. Verification of employment, education, and reference checks will be made prior to any offer of employment. The selectee for this position will be subject to a criminal background record check and consumer credit check before an employment offer is made. Employees are required to disclose COVID-19 vaccination status and agree to local and national COVID-19 safety protocols and procedures.

CLICK THESE LINKS FOR FURTHER INFORMATION

- Learn more about the [U.S. District Court for the District of Oregon](#) and the [Probation Office](#).
- [Employee Benefits](#)
- [Conditions of Employment](#)

The United States Probation Office for the District of Oregon is an Equity Focused Employer. We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.