



UNITED STATES PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

VACANCY ANNOUNCEMENT

Position Title: Probation Services Assistant
Terms of Employment: Full-Time, Temporary (1 year and 1 day with possible extension)
Under this vacancy, the Probation Services Assistant position is a temporary full-time position with an employment period of one year and one day. Temporary positions may be extended up to 3 years; converted to permanent status; or converted to full-time permanent status without further competition--subject to need and available funding.)
Position Location: Anchorage, Alaska
Announcement Number: USPO 24-04
Salary: CPS CL 24 (\$49,040 - \$79,761) plus 1.69% COLA
Salary is dependent on experience and qualifications.
Announcement Date: May 8, 2024
Closing Date: Open until filled, initial review date May 24, 2024

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Officer for the District of Alaska is accepting applications for a Probation Services Assistant provides specialized technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal history information, coordinating with collateral agencies, and performing other similar duties under the guidance of a probation/pretrial services officer.

MISSION STATEMENT

We believe people can change. We provide quality service to the courts and meaningful opportunities to improve lives, families, and community safety. The United States Probation and Pretrial Services Office for the District of Alaska is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

REPRESENTATIVE DUTIES

- Monitoring low risk supervision caseload, assisting officers assigned to the pretrial investigations, supervision, or presentence units as directed, and providing support to the Location Monitoring (LM) Program.
- Assisting in on-boarding and training of student trainees.
- Perform reception duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate staff person, department, or agency.
- Receive, screen and route incoming and outgoing mail to appropriate persons or offices. Makes appointments, arranges meetings, and maintains calendar for officers.
- Assist U.S. Probation and Pretrial Services Officers in compiling criminal histories/profiles, running records checks through local and national criminal record data bases and files, collecting verifiable and supportable documentation and performing similar activities. Enter data and information into computerized database systems.
- Compile and organize information by following standard processes and making decisions based on knowledge of the policies, practices, and guidelines related to collecting and compiling information needed for officers to supervise and investigate offenders/defendants.
- Independently, or with direction, may initiate other types of investigations by interacting with collateral agencies, collecting verifiable and supporting documentation. Prepare routine correspondence, including form letters, notices, reports, and associated correspondence using templates and forms. Maintain correspondence control records and track information through internal databases.

- Enter data into the probation/pretrial services case management system, PACTS. Uploading various documents to the court's Case Management System (CM/ECF), U.S. Sentencing Commission and the Bureau of Prisons. Update chronological entries as required.
- Prepare and process forms, documents, and reports ensuring consistency and accuracy. Format, type, and proofread/edit reports prepared by officers. Ensure accuracy and completeness of official case records as required.
- Prepare and update case files and investigation and supervision reports, at the direction of an officer and in accordance with established policies and practices. Initiate statistical transactions such as transferring case files to other districts, and archiving case files.
- Maintain chain of custody of urinalysis testing materials. Maintain paper and computerized records of urinalysis results and inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.
- Provide general office support as needed.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

The applicant must have a high school diploma or equivalent and one year of specialized experience as defined below.

Specialized Experience

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 SKILLS

- Knowledge of the criminal justice system, particularly as it relates to Federal Probation and Pretrial policies and procedures.
- A working knowledge of criminal history records and other federal, state, or local court databases along with the ability to research criminal history or other personal information to obtain records from appropriate sources.
- Experience providing clerical or administrative support within the legal or criminal justice field.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal history, and other similar activities (such as the National Crime Information Center).
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants.
- Ability to exercise mature judgement, discretion, and confidentiality.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- The U.S Probation Office requires employees to adhere to a Code of Conduct which is available for review at www.uscourts.gov.

BENEFITS

Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>

CONDITIONS OF EMPLOYMENT

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause.

HOW TO APPLY

Applicants must email the following items in a **single PDF document** to HR@akd.uscourts.gov.

- Cover letter and chronological resume.
- Three professional references.
- Current or former federal employees, please submit a copy of your latest SF50.
- Completed application, [Form AO78 - Application for Judicial Branch Federal Employment](#) including page 5 “optional background information”
- Title the email and pdf document as: **Last Name, First Name USPO 24-04 Probation Services Assistant.**

Applicants must be United States citizens or eligible to work in the United States. Selected candidates will be invited to participate in an interview and/or testing. Reference checks will be conducted on top candidates. Final candidates will be subject to a preliminary credit, employment, and criminal history background check.

This position is subject to mandatory electronic direct deposit of salary payments. More than one position may be filled from this announcement. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court for the District of Alaska is an Equal Opportunity Employer.