United States Probation Office
Middle District of Alabama
One Church Street
Montgomery, Alabama 36104
(334) 954-3226

Vacancy Announcement

Announcement # 26-ALMP-02

Position:	Probation Services Technician
Duty Location:	Montgomery, Alabama
Position Title:	Full-Time Permanent
Salary Range:	CPS 23/1 - 24/1 ($40,346 - $44,701)
Closing Date:	Open Until Filled

POSITION OVERVIEW

The Probation Services Technician (PST) provides technical, administrative, and clerical support to U.S. Probation Officers in a wide range of areas. The incumbent should be a highly organized self-starter with the ability to prioritize and complete multiple tasks with deadlines from numerous officers. The PST must be able to handle interruptions and changing deadlines and remain on track to complete assignments timely. The ability to maintain confidentiality is imperative. This position provides the experience that could qualify an individual for a Probation Officer Assistant position.

REPRESENTATIVE DUTIES

- Assists officers using various national and local programs/databases, including Accurint, ATLAS, CAPTURE, e-Justice, BOP Red Flag report, archive requests, CM/ECF, LENS, and RRC.
- Opens, closes, and updates information into computerized records, including PACTS. Research information from case records and enter into system as appropriate.
- Conduct same gender urinalysis and maintain chain of custody of urinalysis testing materials. Maintain records of test results and inform probation officers of test results.
- Screens telephone calls and visitors, answers routine questions, aids as authorized and refers the person(s) to officers or to the appropriate agency based on knowledge of officers' activities and office operations, policy and procedures.
- Assists officers in requesting and responding to collateral requests for information in the approved format.
- Provides general clerical office support by performing any or all of the following tasks: answers telephones and takes messages, copies and distributes documents, sends and receives faxes and electronic mail messages, receives all incoming mail and packages, completes receiving reports, and distributes accordingly.
- Performs other duties as assigned.

QUALIFICATIONS/EXPERIENCE

- Applicants will have completed an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study.
- Ability to communicate effectively both orally and in writing.
- Skill in using personal computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.
- Flexibility in adapting to workplace changes.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines and maintain tracking systems related to cases.
- Ability to maintain concentration despite interruptions.
- Ability to type.
- Good knowledge of office procedures, practices, and processes.
- Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- General knowledge of the criminal justice system and legal terminology.

SALARY

The annual starting salary will be CPS CL 23/1 – CL 24/1 ($40,346 - $44,701), depending upon experience. This position allows for promotional opportunities without further competition. Electronic Fund Transfer (EFT) for payroll deposit is required.

APPLICATION PROCEDURE

Interested candidates should submit a resume, the official AO 78 Application Form and a letter of interest that includes the qualities and special skills you would bring to the position. This material should be addressed to Darren Kennemer, Chief Probation Officer, Attn: Henrietta Foster, HR Manager, One Church Street, Montgomery, Alabama 36104.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable period of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

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