

# CAREER OPPORTUNITY



## UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA

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**Position Title:** Probation Support Technician (*More than one position may be filled*)  
**Position Type:** Full-Time/Temporary (*Not to exceed one year and one day from appointment*)  
**Vacancy Number:** 23-06  
**Location:** Oklahoma City, Oklahoma  
**Date Posted:** May 1, 2023  
**Closing Date:** Open Until Filled (*Preference will be given to those applications received by June 1, 2023*)  
**Salary Range:** CL 23/01 - CL 23/24 (\$37,357 - \$46,306, depending on qualifications and experience)

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The U.S. Probation Office in Oklahoma City, Oklahoma is currently accepting applications for the position of Probation Support Technician. The incumbent will provide technical and administrative support to probation officers as well as provide office reception in accordance with internal policies and procedures to ensure the smooth and efficient operation of the office.

### **REPRESENTATIVE DUTIES:**

- Assist officers in performing investigations of all types for the office and other districts (e.g. collateral, presentence, post sentence, etc.). Contact various local law enforcement and regulatory agencies to collect and record information for both presentence and investigation and collateral investigation reports
- Conduct law enforcement and other record checks via various automated systems
- Maintain case records as required
- Participate in and contribute to ongoing training programs
- Performs receptionist duties by greeting telephone callers and visitors/clients coming into the office
- Perform other such duties as required

### **JOB REQUIREMENTS:**

- Demonstrated computer and keyboarding skills
- Excellent writing and verbal communication skills
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Ability to work with a wide variety of people with diverse backgrounds
- Must maintain a professional demeanor and presence

### **QUALIFICATIONS:**

#### **Required:**

The successful candidate must be a high school graduate or equivalent, plus two years general experience. General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. 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.

**Preferred:**

Bachelor's degree 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.

**BENEFITS:**

Position is eligible for health, dental, vision, and life insurance; paid annual and sick leave; periodic salary increases; 11 paid holidays each calendar year; retirement benefits; participation in the Thrift Savings Plan and the judiciary's supplemental benefits. Use of Electronic Funds Transfer (direct deposit) is mandatory for payment of compensation. Additional benefits information is available at <https://www.uscourts.gov/careers/benefits>.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be U. S. citizens or eligible to work in the United States. The court requires employees to adhere to the Code of Conduct of Judicial Employees. Employees of the United States District Court are Excepted Service Appointments. Excepted service appoints are **at will** and can be terminated with or without cause by the court. This is classified as a "sensitive" position and the selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database, credit report, and employment checks as a condition of employment.

**HOW TO APPLY:**

Qualified persons must submit a cover letter, detailed resume, three professional references (names/titles/contact info including an email), official transcript for any education above high school level, and an AO-78, Application for Judicial Branch Federal Employment (**last page must have a signature and date applied**). To obtain the AO78 application form, go to [ao\\_078.pdf \(uscourts.gov\)](#). All applicants must complete the "Optional Background Information" section of the AO78 (page 5) for consideration.

Application packets must be submitted as a **single pdf document** by email to: [niki\\_morgan@okwp.uscourts.gov](mailto:niki_morgan@okwp.uscourts.gov) and reference "23-06-PST" in the subject line of the email.

Incomplete application packets will not be considered. All application information is subject to verification. The Probation Office reserves the right to check references and contact former employers and subordinates.

Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

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