



# U.S. District Court for the Northern District of Alabama U.S. Probation Office

Position Title: Probation Support Technician  
Position Status: Permanent, Full-Time  
Announcement Number: 2019-05  
Opening Date: May 29, 2019  
Closing Date: June 28, 2019  
Position Location: Birmingham, Huntsville, and/or Tuscaloosa, AL  
Classification Level (CL)/Salary: CL-23  
Birmingham (\$33,697 - \$54,718)  
Huntsville (\$34,662 - \$56,329)  
Tuscaloosa (\$33,641 - \$54,670)  
(Depending upon qualifications and experience)  
Area of Consideration: Open to all qualified individuals

## **Position Overview**

The U.S. Probation Office in the Northern District of Alabama is seeking qualified applicants for the position of Probation Support Technician. This position provides entry-level technical and administrative support to probation officers in areas including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, conducting drug testing, and performing other similar duties under the guidance of a probation officer.

## **Representative Duties**

- Assist probation officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Under the guidance and direction of a probation officer, monitor offender compliance by making telephone contacts and reviewing written monthly reports. Report noncompliance issues to probation officer.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Format, type, and edit reports which are reviewed by a probation officer.
- Prepare and update case files and reports for investigation and supervision at the direction of a probation officer and in accordance with established policies and practices.
- Conduct and observe urine specimen process with offenders of the same gender. Perform sweat patch application and removal. Perform chemical analysis for detection of controlled substances. Maintain appropriate records. Perform these duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, lab coats/smocks, etc.

- Maintain chain of custody of urinalysis testing materials. Maintain paper and computerized records of test results and inform probation officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation.
- Certify the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody form.
- Enter testing data in the appropriate database on a daily basis.
- Collect and distribute test results to appropriate staff members. Provide prescription reporting, phase reporting, and code-a-phone messages.
- Record information for reports and investigations related to drug testing, including blind sample studies at the contract laboratory, and quality control of non-instrumented handheld devices.
- Maintain the urinalysis program, including supplies, testing equipment, testing schedules, and laboratory organization.
- Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website.
- Report all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting Systems (SIRS).
- Perform similar duties as assigned.

## **Qualifications**

- **Minimum Education and Experience**

High school graduation or equivalent and two years of general experience. General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

- **Knowledge, Skills and Abilities**

- General knowledge of the criminal justice system and its relationship to federal probation procedures. Ability to learn to identify unusual problems for referral and resolution to a probation officer. Ability to communicate orally and in writing with acquired knowledge of legal terminology.
- Ability to conduct urine and drug testing processes while adhering to necessary safety precautions and using appropriate protective equipment. Ability to apply chain of custody policies. Ability to prepare forms related to urine/drug testing. Ability to follow documented instructions.
- Ability to organize and prioritize work and meet recurring deadlines. Ability to follow detailed instructions accurately.
- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) with law enforcement and collateral agency personnel and offenders/defendants. Ability to establish rapport with contact at collateral agencies for the purpose of collecting information regarding offenders/defendants.
- Knowledge of computers and software for email and report generation. Skill in keyboarding and typing. Ability to learn to use automated/internet resources and systems for conducting background checks and running criminal histories.

## **Conditions of Employment**

- Applicants must be a U.S. citizen.
- Work is generally performed in an office setting, where persons with violent backgrounds are usually present. Some travel is required to obtain information from collateral agencies.
- New selectees will be subject to a background check and subsequent favorable suitability determination as a condition of employment.
- Employees are required to use Electronic Fund Transfer (EFT) for direct deposit of pay.
- All court employees are EXCEPTED appointments and employed “at will”. Federal Civil Service classifications and regulations do not apply.

## **Benefits**

- Federal Employees Retirement System
- Thrift Savings Plan (long-term retirement savings and investment plan) with employer matching contributions
- Federal Employees' Compensation for disability due to personal injury or employment-related disease while in the performance of their duty.
- Annual Leave (accrues at 4 hours per pay period for the first three years of service, 6 hours per pay period for three to five years of service, and 8 hours per pay period for fifteen or more years of service)
- Sick leave accrues at 4 hours for each pay period
- 10 paid federal holidays per year
- Federal Employees Health, Dental and Vision programs with premiums eligible for pre-tax deduction
- Federal Employees Group Life and Long-Term Care Insurance
- Flexible Benefits program for dependent care, health care, and commuter/parking expenses
- Employee Assistance Program and WorkLife4You Program to help improve your total well-being.

## **How to Apply**

To be considered for this position, applicants are required to email the following items to [resumes@alnp.uscourts.gov](mailto:resumes@alnp.uscourts.gov) in a **single Adobe (PDF) document saved by your name (Last Name, First Name) with Vacancy Announcement #2019-05 Probation Support Technician** in the subject line:

- A letter of interest, outlining experience as it relates to this position and specifying location preference
- A current resume
- Three professional references (name and contact information)
- A completed Application for Judicial Branch Employment (Form AO-78)<sup>1</sup>
- Signed copies of the two most recent performance evaluations (if not applicable, include this information in your letter of interest)

As an alternative to email, completed applications may be mailed or delivered to the following address:

Human Resources  
Robert S. Vance Federal Building  
1800 5th Avenue North, 2<sup>nd</sup> Floor  
Birmingham, AL 35203

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<sup>1</sup> Form AO-78 can be found at <http://www.uscourts.gov/forms/AO078.pdf>. Please ensure your information is saved prior to submitting.

Do not submit the same application material more than once. Applications submitted without the required documents will not be considered.

Due to the volume of applicants, we will communicate with those individuals who are selected for an interview and only applicants who are interviewed will receive a response regarding their application status.

Expenses associated to travel for interviews and relocation are non-reimbursable.

The U.S. Probation Office reserves the right to modify or withdraw this announcement without prior notice. If modified, applicants to the original announcement will automatically be considered. More than one position may be filled from this same announcement.

Please direct inquiries to Human Resources Specialist, LaKeshia Faulk, via email at [LaKeshia\\_Faulk@alnp.uscourts.gov](mailto:LaKeshia_Faulk@alnp.uscourts.gov).

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