

<b>Job Title</b>	PROBATION/PRETRIAL SERVICES TECHNICIAN CL 23
<b>Occupational Group</b>	Operational Court Support

#### **Job Summary**

This position is located in the U. S. Probation Office (Northern District of Iowa). The incumbent assist U.S. Probation/Pretrial Officers (USPOs) in the performance of their duties

#### **Representative Duties :**

**These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.**

- Assists the USPOs in conducting investigations which includes preparation of prior records and personal and family data.
- Assists the USPOs in compiling, analyzing, and evaluating information gathered during investigations of case plans for release and non-compliance reports.
- Contacts offenders/defendants through office visits and by telephone under the direction of the USPOs. Investigates employment/sources of income, life style and associates to help assess risk and compliance factors.
- Communicates with other organizations and persons concerning offenders/defendants' behaviors and conditions of supervision. Assists the USPOs in preparing reports including bond reports and violation reports.
- Assists USPOs in procuring and managing treatment for defendants and offenders, including taking specimens
- Performs other duties as assigned.

**Factor 1 - Required Competencies (Knowledge, Skills, and Abilities)****Court Operations**

- General knowledge of the criminal justice system and investigative and supervision techniques.
- Good working knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Marshal's office, and the Bureau of Prisons.
- Basic knowledge of available communication resources.
- Ability to work with law enforcement agencies at different governmental levels.

**Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

**Written and Oral Communication/Interaction**

- Ability to interact and communicate effectively (orally and in writing) to individuals and groups to provide information.
- Ability to give and receive accurate and timely information from individuals within and outside the court.
- Broad knowledge of proper spelling and grammar usage as well as proofreading skills.

**Information Technology and Automation**

- General knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephone, copiers, fax machines, scanners, etc).

**Factor 2 - Primary Job Focus and Scope**

The performance of the incumbent affects the Court's ability to effectively process probation and pretrial matters before the Court. The probation system plays a key role and has a direct impact on the image of the Court in its community.

**Factor 3 - Complexity and Decision Making**

- Aspects of both the investigative and supervision functions of probation work are time consuming and complicated. Must work with tight deadlines.
- Incumbent receives direct and specific guidance concerning all aspects of work assignments and overall objectives. Written material is available (national and local operations and administrative manuals). The supervisor is readily available. Overall decision making discretion is somewhat limited.

**Factor 4A - Interaction with Judiciary Contacts**

In the company of an experienced officer, incumbent has daily contact with personnel within the U. S. Probation Office and other court unit staff, for the purpose of providing routine technical support for officers

**Factor 4B - Interactions with External Contacts**

In the company of an experienced officer, incumbent will have contact with judicial officers, attorneys, law enforcement and outside agencies.

**Factor 5 - Work Environment and Physical Demands**

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Incumbent may have minimum physical daily contact with persons with violent backgrounds. Moderate lifting may be required.