



The United States District Court  
for the Northern District of Iowa  
Announces an Employment Opportunity at the  
***United States Probation & Pretrial Services Office***

**Position: Probation Services Technician VA 24-02**

**LOCATION:** Cedar Rapids and/or Sioux City, Iowa

**CLASSIFICATION LEVEL (CL):** CL23

**SALARY RANGE:** \$18.85-\$30.65 per hour

*The salary range listed here reflects the full pay scale for this position. Incumbent will be paid only when working. Starting salaries depend on education, skills, and experience. New incumbents may start in the developmental range of the lowest classification level (CL) and increase incrementally towards full performance and/or CL promotional advancements throughout their career.*

**OPENING DATE:** March 28, 2024

**CLOSING DATE:** Open until filled, per District need

*Note: An applicant who applies after the dates listed or within the time period that the announcement is posted on <https://www.ianp.uscourts.gov> may be fully considered up to the time that the position(s) are filled.*

---

---

The United States Probation Office, Northern District of Iowa, is accepting applications for a United States Probation/Pretrial Services Technician in Cedar Rapids, and/or Sioux City, Iowa. More than one position may be hired from this posting. The position(s) will not exceed 40 hours per week and may only be set on a parttime basis, depending on district need at the time. These positions are contingent upon funding and the needs of the office, and are not to exceed one year and one day. As such, these positions will be periodically evaluated throughout their duration as they will be assessed for the ongoing necessity of the position to determine if extensions are warranted. The incumbent(s) will assist and support U.S. Probation/Pretrial Officers (USPO's) and or support/administrative staff in the performance of their duties.

### **POSITION SUMMARY:**

- May greet visitors and clients in person or on the telephone, answering routine questions, responding to and processing over-the-counter inquiries, and directing visitors and callers to the appropriate person or department. Receive, prioritize, process, and route incoming materials via inter-agency communication and/or incoming and outgoing mail.
  - With direction from a United States Probation Officer (USPO) or support staff, sets up case files and/or folders; prepares reports, orders, and other documents essential to all probation units (pretrial, presentence, and supervision). Prepares spreadsheets, letters, memoranda, recurring reports, and forms in accordance with policy and procedure. Composes routine correspondence for officers.
  - Scan and upload file documents as necessary.
  - Perform data entry related to case related activity and sentencing information and/or may assist with compiling various statistical reports. Ensures quality of data entry.
  - Assists in conducting criminal record checks through local or national law enforcement databases.
  - May assist USPO's in preparing presentence reports, to include gathering information pertaining to prior records and personal/family data.
  - May assist USPO's in compiling, analyzing, and evaluating information gathered during the case planning process general case related inquiries, and non-compliance reports.
  - May assist administrative staff in various projects, basic processing functions, record management, data accuracy, and regulation compliance.
  - Under the direction of a USPO, may contact clients through office visits and telephone. May investigate employment/sources of income, lifestyle and associates to help verify, assess risk, and compliance factors.
  - Communicates with other organizations and persons concerning offenders/defendants' behaviors and conditions of supervision.
  - Assists USPOs in verifying treatment compliance, including taking urine specimens.
  - Performs other duties as assigned.
- 
- 

### **MINIMUM QUALIFICATIONS:**

*(Qualifications must be met at the time of application and may be reassessed throughout incumbent tenure)*

- A citizen of the United States or be eligible to work in the United States;
- A high school graduate or equivalent
- Candidates must have two years of general experience, defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position (educational substitutions below).

### **PREFERRED QUALIFICATIONS:**

- Completion of bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, or human relations.
- Previous state or federal judicial or community corrections experience is highly desired.
- Working knowledge of Excel, Word, and Apple products.
- A thorough knowledge of spelling, punctuation, and proper grammar usage.
- Excellent time management skills, accuracy, attention to detail, and ability to handle multiple tasks simultaneously.
- Ability to organize work in fast paced, high volume office.

### **EDUCATIONAL SUBSTITUTIONS:**

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) equals one year of general experience.

### **ADDITIONAL INFORMATION:**

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

All appointments subject to FBI Fingerprint and security clearance background investigation; with periodic reinvestigation, if applicable.

Mandatory evenings and weekend work may be required for mission critical tasks. Some training and travel, including overnight stays may be required. May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

This position is subject to mandatory electronic funds transfer for payment of net pay.

---

---

### **SUMMARY OF BENEFITS:** **(Applicable only for full time appointments)**

- Up to 13 days paid vacation per year for the first 3 years of employment.
- A minimum of 11 paid holidays per year.
- Sick leave of 13 days the first year, increased thereafter per policy.
- Excellent retirement package
  - Participation in the Federal Retirement System (FERS) and Social Security programs.
  - Optional Thrift Savings Plan (employer matching component) with diversification control.
  - Cost-of-Living Adjustments, as approved by Congress.
- Optional participation in the federal health insurance program of your choice (no waiting period).
- Optional vision, dental, and disability insurance programs of your choice (no waiting period).
- Optional participation in a flexible spending program for health and/or dependent care.
- Optional participation in group life insurance; disability; and long-term care programs.
- Optional association based memberships.
- On-site wellness room and emphasis on self-care.
- Flexible schedule options including work from home opportunities (after a period of establishment and good performance).
- Paid parking.
- A great team environment that values diversity!
- For additional information, please visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

## **HOW TO APPLY:**

Email the following documents IN A SINGLE PDF to [HR@IANP.USCOURTS.GOV](mailto:HR@IANP.USCOURTS.GOV)

Subject of Email should read: **24-02, Probation Services Technician**

**ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of the position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment, accessed at: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references;
4. Copies of college transcripts; and
5. Copies of two most recent performance-based evaluations from current and/or previous employers.

---

---

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at [hr@ianp.uscourts.gov](mailto:hr@ianp.uscourts.gov). Applicants may view the district's Employment Dispute Resolution (EDR) Plan on our website at <https://www.ianp.uscourts.gov/>.

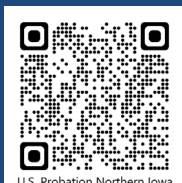
Judiciary employees serve under excepted appointments and are considered "at will" employees which can be terminated with or without cause by the Court. All court employees are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee and is available to view here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Court staff may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

The Technician position will be re-evaluated annually at a minimum and can be terminated at any time.

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.



***THANK YOU FOR CONSIDERING  
THE NORTHERN DISTRICT OF IOWA  
UNITED STATES PROBATION OFFICE  
AS YOUR NEXT PLACE OF EMPLOYMENT!***