



UNITED STATES PROBATION OFFICE Northern District of Oklahoma

POSITION TITLE: Probation Services Assistant
DUTY STATION: Tulsa, Oklahoma
OPENING DATE: January 18, 2023
CLOSING DATE: Open Until Filled (to ensure consideration, apply February 1, 2023)
START DATE: To Be Determined
ANNUAL SALARY: CL 24/12 - CL 24/25 (\$46,110 - \$51,713)

The U.S. Probation Office reserves the right to cancel and/or modify this position announcement as needed.

POSITION OVERVIEW:

The United States Probation Office for the Northern District of Oklahoma is a combined district responsible for all pretrial, presentence, and post-conviction functions for the United States District Court. The district is comprised of eleven counties in Northeastern Oklahoma. The office is located in Tulsa, Oklahoma

The Probation and Pretrial Services Assistants provide specialized technical and administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer.

PRIMARY DUTIES:

- Assist probation/pretrial services 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. Enter data and information into the office's computerized database system.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files and reports investigation and supervision, at the direction of an officer and in

**Probation Services Assistant
Vacancy Announcement # 23-02**

accordance with established policies and practices. Format, type, and edits reports prepared by officers.

- Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Process all mail and route to the appropriate staff member.
- Perform all other duties as assigned

QUALIFICATIONS:

To qualify for this position, the incumbent must have one year of specialized experience.

Specialized Experience

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

COURT- PREFERRED SKILLS, EDUCATION, AND EXPERIENCE:

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices. Knowledge of the practices and procedures used in probation/ pretrial services processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system, particularly as it relates to federal Probation and Pretrial Policies and Procedures.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information Center). Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve unusual problems for resolution, or referral to probation/pretrial officers. Ability to organize and prioritize work.
- Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately.

PERSONAL ATTRIBUTES AND SKILLS:

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 judgment.

Written and Oral Communication/Interaction

- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to establish rapport with contacts at collateral agencies for the purpose of collecting information regarding offenders/defendants.

Information Technology and Automation

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to use computer software and database systems to perform record checks, compile criminal history information, and similar activities.

Primary Job Focus and Scope

- The primary focus of this job is to collect and compile varied and technical information to support probation/pretrial services officers who are investigating and supervising defendants and offenders. The incumbent's performance of administrative-related tasks frees up the Officers and Officer Assistants for more high-level tasks directly involved with defendants.

Work Environment and Physical Demands

- Work is generally performed in an office setting, where persons with violent backgrounds are usually present.

OTHER IMPORTANT INFORMATION:

- Applicants must be United States Citizens or eligible to work in the United States and have a valid driver's license.
- The United States Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, or hire more than one applicant from this announcement, any of which may occur without prior written notice or without further advertising. Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The Court is not authorized to reimburse travel expenses in connection with an interview or to pay relocation expenses.
- More than one position may be filled by this posting.
- There is promotion potential to the next higher level, which could occur without further competition.

**Probation Services Assistant
Vacancy Announcement # 23-02**

BENEFITS:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees, such as:

- Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service
- A minimum of eleven (11) paid holidays per year
- Mandatory participation in the federal retirement system and social security program
- Optional participation in the federal health insurance program of your choice
- Optional vision and dental programs are offered
- Optional participation in the flexible spending program for health and childcare
- Optional participation in a group life insurance program
- Retirement - Basic Benefit (FERS employees)
- Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay

When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration.

HOW TO APPLY:

The application packet consists of:

- Cover letter
- Resume (two-page maximum)

Please email the entire packet as one attachment in PDF format with “Vacancy # 23-02” in the subject line to: okndhr@oknd.uscourts.gov

Only electronic applications will be accepted.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. Applicants interviewed will be given a written assessment exercise. School transcripts may be requested as part of the final selection process. Due to the volume of applications received, U.S. Probation Office will only communicate with those qualified individuals who will be interviewed.

**Probation Services Assistant
Vacancy Announcement # 23-02**

NOTICE TO APPLICANTS:

The U.S Probation Office requires employees to adhere to a Code of Conduct which is available for review at www.uscourts.gov. The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE
WORKPLACE.**