



**UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA  
PROBATION AND PRETRIAL SERVICES OFFICE**



KEVIN D. LOWRY  
Chief Probation Officer  
300 S 4th St., Ste. 406  
Minneapolis MN 55415-1320  
612-664-5400  
FAX 612-664-5350

316 N Robert St., Ste. 600  
St. Paul MN 55101-1465  
651-848-1250  
FAX 651-848-1255

515 W 1st St., Ste. 206  
Duluth MN 55802-1302  
218-529-3550  
FAX 218-529-3546

619 Beltrami Ave. NW, Ste 100  
Bemidji MN 56601-3066  
218-333-8050  
Toll free: 1-877-815-2531  
FAX 218-333-8055

118 S Mill St., Ste. 304  
Fergus Falls MN 56537-2576  
218-739-0041 or  
612-664-5410  
FAX 218-739-0043

Reply to: **Minneapolis**

**Probation Services Assistant**  
Vacancy Announcement #2014-06

**Position Type:** Regular Full-time, Part-time, and Temporary

**Number of Vacancies:** Several positions may be filled from this announcement without further advertising

**Position Location:** Minneapolis, Minnesota

**Posting Date:** March 1, 2014; screening of applications will begin March 17, 2014; Open Until Filled

**Salary Potential:** \$36,771 (CL 24, Step 1) to \$59,777 (CL 24, Step 61). Salary is based on educational background and experience in accordance with the Court Personnel System.

**Area of Consideration:** Open to all sources

**THE DISTRICT**

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. There are field offices located in Bemidji, Duluth, Fergus Falls, and St. Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

**INTRODUCTION**

The U.S. Probation and Pretrial Services Office in the District of Minnesota is currently seeking a talented, full-time, permanent Probation Services Assistant for our Minneapolis Office. The Probation Services Assistant is responsible for providing technical support and office services to probation officers in a wide range of areas, including assisting officers with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of the probation officer.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

- 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. Enter data and information into the office's computerized database system.
- Maintain chain of custody of urinalysis testing materials. Maintain paper and computerized records of test results, and inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain inventory of supplies.
- 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 investigation and supervision reports and update case files at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.
- Assist investigative writers in the preparation of reports by writing portions of the report, as directed.
- Assist senior probation officers with special projects.
- Perform other duties as assigned.

## **QUALIFICATIONS**

Qualified applicants must have a minimum of a high school diploma or equivalent plus two years of college course work from an accredited college or university. College courses may be in public administration, business administration, psychology, sociology, criminal justice/criminology, or a closely related academic discipline. Applicants must have general knowledge of the criminal justice system, the ability to give and receive accurate and timely information, the ability to meet recurring deadlines, and the ability to work independently, yet cooperatively, with others in a fast-paced and challenging environment. In addition, applicants must have excellent written and oral communication skills and the ability to type investigative reports and other case materials. Preference will be given to applicants who have completed a bachelor's degree in a related field or with exposure to the court system which provided knowledge and experience with the criminal justice system.

## **PREFERRED**

- Completion of a Bachelor's degree in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration.

- Exposure to the court system which provided knowledge and experience with the criminal justice system.
- Proficiency with Word or similar software.
- Excellent oral and written communication skills.
- Strong problem resolution skills with ability to meet recurring deadlines.

## **BENEFITS**

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health insurance, dental and vision insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

## **APPLICATION PROCESS**

Qualified candidates should email resume, cover letter, and Application for Employment (AO78 form) found on our website <http://www.mnp.uscourts.gov/hrforms.html> or by contacting the Human Resources Department at 612-664-5440.

[hr-mnprob@mnp.uscourts.gov](mailto:hr-mnprob@mnp.uscourts.gov)

**Please enter “Application for PSA Position” in the email Subject line.**

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** Unsuccessful applicants will not receive notice.

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may select a candidate from the qualified applicants.

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. All appointments are subject to FBI Fingerprints and background investigation, including credit checks and criminal history. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Employees are required to adhere to a Code of Ethics and Conduct Policy. This position is subject to mandatory Electronic Fund Transfer (Direct Deposit) participation for payment of net pay.

**An Equal Opportunity Employer**