

NOTICE OF VACANCY

ANNOUNCEMENT NO.: 2008-12
POSITION: Probation Services Assistant
POSITION TYPE: Full-time or Part-time, Temporary (hours per week negotiable)
POSITION LOCATION: Minneapolis or St. Paul, Minnesota
OPENING DATE: September 28, 2008
CLOSING DATE: Open Until Filled
AREA OF CONSIDERATION: All Sources
SALARY RANGE: CL 23, Step 1 (\$14.95/hour) through Step 61 (\$24.28/hour) commensurate with experience and qualifications in accordance with the Court Personnel System

The position will remain open until filled with the first cut-off date for application materials being October 20, 2008. Continuation of this position is contingent upon funding or the position may become permanent at the discretion of the Chief U.S. Probation Officer.

THE DISTRICT:

U.S. Probation 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 Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION:

The U.S. Probation Office in the District of Minnesota is currently seeking a qualified Probation Services Assistant for Minneapolis or St. Paul duty stations. More than one position may be filled from this posting. 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 in performing probation investigations and preparing presentence reports and other correspondence for the U.S. District Court.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

A Probation Services Assistant performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Assists officers in performing probation investigations of all types for our office and other districts (i.e., collateral, presentence, postsentence, etc.) as assigned. Visits various local law enforcement and regulatory agencies to collect and record information.
- Assists presentence writers in the preparation of presentence reports by writing portions of the report, as directed.
- Conducts record checks on various automated law enforcement systems.
- Collects and conducts urine screens for drug use on offenders of the same gender and maintains appropriate related records.
- Assists duty officers as required. Responds to offender contacts at the direction of the U.S. Probation Officer.
- Assists senior probation officers with special projects.
- Assists in the DNA collection process.
- Performs 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.

HOW TO APPLY:

Qualified applicants should submit a resume and cover letter, which addresses the knowledge, skills, and abilities necessary to perform the duties, to:

Human Resources Specialist
U.S. Probation
300 South Fourth Street, Suite 406
Minneapolis, Minnesota 55415-1320
FAX: 612-664-5416
EMAIL: hr-mnprob@mp.uscourts.gov

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 Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the Human Resources Specialist. The decision on granting reasonable accommodations will be made on a case by case basis.

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The selected candidate will be subject to a background investigation, including an FBI fingerprint check. This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay. Applicants must be U.S. citizens or eligible to work in the United States.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. 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 elect to select a candidate from the original qualified applicant pool.

The U.S. Probation Office is an Equal Opportunity Employer.

NOTE: Probation Office support staff (i.e., non-officer) are considered at will employees and, as such, can be terminated with or without cause by the Chief U.S. Probation Officer.