



**DISTRICT COURT OF THE UNITED STATES VIRGIN ISLANDS
U.S. PROBATION/PRETRIAL SERVICES OFFICE
DIVISION OF ST. CROIX**

**VACANCY ANNOUNCEMENT
(NO. 2014-VI-STX-01)**

PROBATION SUPPORT TECHNICIAN

Posting Date: August 4, 2014, **until filled.** Applications received by August 29, 2014, will be given priority consideration.

Salary Range: CL 23/01(\$31,343) - CL 24/25(\$43,389) plus COLA

This is a contract position, which shall not exceed 6 months from the start date. The hiring agency reserves the right to extend the contract, in 6 months intervals; based on performance and budgetary constraints. The hiring agency has the right to terminate the incumbent at any time during the contract, and the temporary employee has no rights to the District Court's EDR process. **This is a temporary position with no benefits.**

Summary: Provide office reception in accordance with Internal policies and procedures; provide some administrative support to probation officers in a wide range of areas, including creating and maintaining files, scanning documents into electronic databases and providing other administrative support as required.

Major Duties: Incumbent must be capable of managing and performing front office and intake tasks; answering and directing phone calls and visitors; organizing and preparing case files in accordance with established case management procedures. Scanning documents, entering sentence/supervision case file and statistical data into automated databases. Conducting offender checks using various databases. Taking images of clients. Assist officers in completion of routine forms and records. Assist officers in procuring and managing treatment for defendants and offenders, including taking specimens. Perform other duties as assigned. Periodic travel to the St. Thomas office may be required.

Job Qualifications: High school graduate. A college degree from an accredited educational institution is desirable in social work, psychology, criminal justice, counseling and guidance, or law or other related fields. Knowledge, skill, and ability in the use of standard office equipment, and personal computers are required. Knowledge is required in Windows-based software applications: WordPerfect, Lotus Notes, and MS Office. The candidate will undergo an interview and a written examination.

Conditions of Employment: Applicant must be a United States citizen or eligible to work in the U.S. Candidates will be subject to fingerprinting, pre-employment background investigation, and financial/credit record checks. This position is subject to mandatory Direct Deposit participation for payment of net pay.

Application Process: Qualified candidates should submit a cover letter along with their resume and AO78 Application for Judicial Employment. The application can be downloaded from <http://www.uscourts.gov>. Please submit your application package by mail to:

Larry T. Glenn, Chief U.S. Probation Officer
Almeric L Christian Federal Building & Courthouse
3013 Golden Rock, Suite 2, St. Croix, VI 00820-4173.

Or via email (**preferred method**) to: HR_Probation@vip.uscourts.gov. Please enter “Application for Probation Support Specialist” in the email subject line.

The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either which may occur without prior written notice. Only applicants selected for an interview and testing will be contacted.

The U.S. Probation/Pretrial Services Office is an Equal Employment Opportunity Employer