



**U.S. PROBATION/PRETRIAL SERVICES OFFICE  
DISTRICT OF THE UNITED STATES VIRGIN ISLANDS  
Vacancy Announcement  
Career Opportunity Number: 2023-001**

**Probation Services Technician Overview:**

The United States Probation Office – District of the Virgin Islands is currently accepting applications for the position of Probation Services Technician in the St. Croix Division.

The Probation Services Technician will assist with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing administrative support for the U.S. Probation Officers. In addition, the incumbent will have the opportunity to learn about the criminal justice field, and federal probation and pretrial services functions in the U.S. district courts.

The appointment will be for one year and a day with a possibility of an extension or to become a permanent position. This is a full-time temporary position from which future positions may be filled.

**HOW TO APPLY**

To be considered for this “at will” position, applicants must submit the following in **one** PDF Document via email to [usviprobationjobs@vip.uscourts.gov](mailto:usviprobationjobs@vip.uscourts.gov):

- A letter of interest which addresses your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, skills, and abilities of the position.
- Application for Judicial Branch Federal Employment (Form AO-78, which may be downloaded from [www.uscourts.gov](http://www.uscourts.gov)) (Note: Page 5 of form AO-78 must be completed and signed).
- A resume detailing all relevant experience, education, and skills.

Please enter “Probation Technician 2023-001” in the email subject line. Submissions that do not include all the requested documents will not be considered.

Agency Contact Person:  
Kalene St Jean-Pierre  
Administrative Services Technician  
(340) 775-8064

**POSITION:** Probation Services Technician

**LOCATION:** St. Croix, VI

**POSTING DATE:** December 1, 2023

**CLOSING DATE:** Open until filled, with preference given to applications received by December 29, 2023.

**EMPLOYMENT TERMS:** Temporary; full-time; excepted service.

**CLASSIFICATION:** CL 23

**SALARY RANGE:** \$37,357– \$ 60,703 (based on experience); plus Cost of Living Allowance currently set at 12.25%.

**CONDITIONS OF EMPLOYMENT:**

U.S. Citizen or eligible to work in the United States.

Required to use Electronic Funds Transfer for payroll.

Appointment is provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check with periodic updates every five years thereafter. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court.

The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

*Equal Opportunity Employer*

### **Representative Duties:**

- Assists with the oversight of the Low-Risk caseloads.
- Assists U.S. Probation Officers in conducting investigations which includes preparations of prior records and personal family data.
- Assists U.S. Probation Officers in compiling, analyzing, and evaluating information gathered during investigations for release and non-compliance reports.
- Contacts persons under supervision through office visits and by telephone. Investigates employment/sources of income, lifestyle and associates to help assess risk and compliance factors.
- Prepares and update case files and reports at the direction of an officer and in accordance with established policies and practices.
- Conducts urinalysis and maintain chain of custody of urinalysis testing materials. Maintain paper and computerized records of test results and inform probation officers of test results. Maintain and mail tests and materials to laboratories for confirmation.
- Enters data in the probation case management system (PACTS).
- Utilizes various criminal justice, law enforcement, and probation automated systems.
- Participates in ongoing training and development programs.
- Assists U.S. Probation Officer staff with clerical duties, including front desk coverage, processing mail, scanning documents, and routing documents to staff and outside agencies as needed.
- Performs other related duties as needed.

### **Qualifications and Experience:**

#### **Minimum Qualifications:**

- A High school diploma or equivalent.
- Two years of General Experience. General Experience is 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 position's duties.

#### **Preferred Qualifications:**

- A Bachelor's degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any of the behavioral sciences is preferred.
- Skill in using computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.
- Good written and verbal communication skills.
- Must have the ability to organize, prioritize, compile, and summarize work within established time.

**Benefits:**

A generous benefits package is available to full-time permanent employees which includes:

- A minimum of 11 paid holidays;
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years;
- Paid sick leave in the amount of 13 days per year;
- Optional participation in choice of Federal Employees Health Benefits;
- Optional participation in Federal Employees Group Life Insurance;
- Optional participation in the Flexible Benefits Program;
- Optional participation in Long-Term Care Insurance;
- Retirement benefits in the Federal Employees Retirement System (FERS);
- Thrift Savings Plan;
- Eligible for private long term disability plan options;
- Employee Assistance Program (EAP)/Work Life Services;
- Workers' Compensation Program; and
- Employee Wellness Program.