

CAREER OPPORTUNITY



**THE UNITED STATES PROBATION AND PRETRIAL
SERVICES OFFICE
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 11-23
June 3, 2011**

POSITION		
Officer Support Specialist		
LOCATION		
Albuquerque, New Mexico		
CLASSIFICATION LEVEL		CLOSING DATE
CL 23 (\$31,009 - \$38,790) DOE Promotional Potential to CL 24 without Competition		Open Until Filled

POSITION OVERVIEW

The United States Probation and Pretrial Services Office is currently accepting applications for an Officer Support Specialist for the Albuquerque office. This position provides support to the Probation and Pretrial Services unit. This is a full-time temporary (1 year and 1 day) position with full benefits provided.

Representative Duties:

- ▶ Run criminal record checks from numerous federal, state and local databases and compile criminal histories in guideline and pretrial services format for quick dissemination of a comprehensive collateral investigation report for other districts.
- ▶ Assist officers in performing pretrial, presentence and violation investigations. Research, retrieve and verify addresses, collateral requests, employment, education, treatment, credit reports and social history information.
- ▶ Assist in the preparation of written reports for the court to include presentence reports, pretrial reports and violation reports.
- ▶ Enter and maintain accurate data in probation/pretrial automated case tracking system (PACTS).
- ▶ Perform other duties as required, which may include Administrative Assistant to the Probation Officer duties.

This position is subject to transfer to another unit within the agency requiring assistance from an Officer Support Specialist.

QUALIFICATIONS

- ▶ Must have at least 60 credit hours in a baccalaureate program with a Social, Science Major/Minor (e.g., Criminal Justice, Sociology) or Social work Major at an accredited college or university, or have an Associate's Degree in a program with a Social, Science Major/Minor (e.g., Criminal Justice, Sociology) or social work Major. Two years specialized experience in the field of probation such as presentence or pretrial investigations or supervision, prior law enforcement, or legal experience, may be substituted for education
- ▶ Must be a U.S. citizen or eligible to work in the United States.
- ▶ Must not use illegal drugs or abuse alcohol.
- ▶ Must undergo a criminal history and credit bureau check.
- ▶ Must maintain a professional demeanor and presence.

BENEFITS

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- ▶ A minimum of 10 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 (FERS)
- ▶ Thrift Savings Plan
- ▶ Eligibility for private long term disability plan options
- ▶ Credit for prior government service

INFORMATION FOR APPLICANTS

- ▶ Following initial review of application, only qualified applicants will be selected for further screening which may include tests/exercises to measure analytical and communicative skills. Successful completion of these may be followed by an oral interview session.
- ▶ The successful applicant must possess good multi-tasking management skills, have very strong interpersonal/verbal and written communication skills. Applicant must be a team-player and flexible in a changing environment. Attention to detail is critical.
- ▶ The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice. This job announcement may involve filling more than one position described herein. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.
- ▶ Mandatory electronic deposit of salary payment.
- ▶ Travel to attend interview and relocation expenses will not be paid.

APPLICATION PROCEDURE:

Applicants must submit a n application (AO 78 - Application for Judicial Employment), letter of interest, resume and transcripts VIA U.S. MAIL to:

**Anita L. Chávez
Chief U.S. Probation Officer
333 Lomas NW, Suite 170
Albuquerque, NM 87102
Attn: Carla Tafoya, Human Resources**

For additional information on the United States Probation and Pretrial Services Office, view our website at www.nmcourt.fed.us/pbdocs/

**The United States Probation and Pretrial Services Office is
an Equal Opportunity Employer.**