



**U.S. PROBATION OFFICE
DISTRICT OF PUERTO RICO**

**VACANCY ANNOUNCEMENT NO. 2017-07
Position Title: PROBATION SERVICES TECHNICIAN**

The U.S. District Court Probation Office for the District of Puerto Rico is seeking fully bilingual candidates for Probation Services Technician as follows:

Annual Salary Range: CL22/01-CL22/61 (\$26,272 - \$42,702) subject to qualifications and experience, plus actual Cost of Living Allowance.

Appointment Status: Temporary Indefinite Appointment

Closing Date: Open until filled

Qualification Standards: The incumbent should:

- ✓ Possess general knowledge of court operations and functions
- ✓ Fluency in English and Spanish languages (written, oral and translation)
- ✓ Knowledge in the use of Windows, WordPerfect (desirable), MS-WORD, Excel, and computer literacy
- ✓ Possess excellent organizational skills
- ✓ Exercise mature judgement
- ✓ Possess ability to work under pressure; deadlines, due dates, etc.
- ✓ Possess valid Puerto Rico Driver's License
- ✓ Lift up to 40 pounds.

Main Duties: Please refer to position description attached.

Requirements: High School diploma, but preferably an Associate Degree from an accredited college or university is desired. Previous experience in representative duties will be an asset.

Information for Applicants: This position is subject to mandatory electronic fund transfer participation for payroll deposit. Candidates will be subject to fingerprinting, pre-employment background investigation, and financial/credit record checks. The appointment is provisional based upon a successful background clearance. An interview will be granted to the best qualified candidates. Applicants must be United States citizens. Positions with U.S. Probation Office are designated as workplace drug testing positions and applicants considered for position will be subject to pre-employment drug testing.

Application Procedure: Qualified candidates who wish to apply, must submit a cover letter and résumé detailing your education and work experience in a sealed envelope addressed to:

Mrs. Evelyn Cruz-Rivera
Personnel Technician
U.S. Probation Office
Federal Office Building Room 400
150 Carlos Chardon Avenue
San Juan, Puerto Rico 00918-1741

or submit above-stated documents via email to evelyn_cruz@prp.uscourts.gov

****PHONE CALLS WILL NOT BE ACCEPTED****

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION DESCRIPTION PROBATION SERVICES TECHNICIAN

Introduction

This position is located in the Probation Office of the District Court. The incumbent provides support and services to probation in a wide range of areas of office operations.

Representative Duties:

Incumbent will be engaged in assisting in many support tasks deemed appropriate by management, such as:

- ✓ Keeps track of all property movement within the Agency; report service calls related to office facilities and equipment, such as, facsimiles, photocopiers, printers, postage meter equipment, etc.
- ✓ Assists in movement of furniture, equipment, or supplies; install, assemble, and/or remove office equipment and/or furniture as required.
- ✓ Assists System's personnel for computer installations.
- ✓ May manage government vehicles maintenance (washing, inspection, repairs, etc.) Coordinate car reservation usage through an internal software program.
- ✓ May process interoffice mail from/to Agency; may process outgoing mail via meter and/or Federal Express; may prepare certificate of mailing and maintain mailing log.
- ✓ May scan documents active/inactive; retrieves, sorts classifies, and files documents in case records in file imaging system, as necessary; prepares and ships files to Federal Records Center; reproduces or destroys written material as required.
- ✓ May serve as procurement backup;
- ✓ Other duties as assigned.

Factor 1, Job Requirements:

Knowledge and skill in the use of personal computers and software applications to prepare reports and correspondence. Ability to adjust to ever changing technology. Ability to communicate orally and in writing, in both English and Spanish. Knowledge of the community in which the district is located and of its resources. Ability to meet recurring deadlines and maintain tracking systems. Ability to give and receive accurate and timely information from individuals within and outside the court.

Factor 2, Scope and Effect of Work:

The impact of incumbent's work is with the court, law enforcement agencies, and other related entities. The incumbent's work affects the timeliness and accuracy and contributes to the total office function.

Factor 3, Complexity:

Meeting required deadlines and maintaining concentration with continuous interruption is a demanding aspect of the job. Working with a considerable number of staff members and outsiders adds to the complexity. Generally, work is somewhat routine with repetitive processes.

Factor 4, Work Parameters:

Work is assigned and specific instructions and guidance are given for completion. Written products are closely reviewed and work performed alone is usually discussed. Although many processes and procedures are standardized, every situation is different and it is the responsibility of the incumbent to customize responses to particular needs. Assistance from staff members is always available. Deadlines guide priorities, but the incumbent establishes the order of work.

Factor 5, Personal Interactions:

Incumbent has daily contacts with personnel within the unit, other court units (such as Clerk's Office), law enforcement personnel, attorneys, outside agencies, as well as with offenders, which may be hazardous.

Factor 6, Environmental Demands:

Work is generally performed in an office setting, where offenders with violent backgrounds are regularly present.