



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 25-09

Position Title: Probation Technician

Position Type: Temporary
Full Time

Location: Brooklyn, New York

Grade/Salary: CL 23 (\$47,089- 76,555)

Opening Date: April 16, 2025

Closing Date: Open until filled with preference given to applications received by April 30, 2025

The United States Probation Department for the Eastern District of New York is accepting applications for the position of Probation Technician. This position is temporary and is not to exceed one year and one day, at such time, the ongoing need for this position will be assessed and possibly extended contingent upon funding and needs of the department.

Probation Technicians assist and support U.S. Probation Officers. U.S. Probation Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise persons under supervision, interact with outside agencies and community members, and prepare reports and present recommendations to the court.

POSITION OVERVIEW:

The position provides technical, administrative, and clerical support to probation officers in a wide range of areas. The agency is comprised of two divisional offices (Brooklyn and Central Islip, NY), with the Brooklyn office being the headquarter office.

DUTIES AND RESPONSIBILITIES:

- Screens telephone calls and visitors. Answers routine questions, provides assistance as authorized, and refers persons to the appropriate individual. Performs routine tasks such as copying, mailing, scanning and filing.

- Assists officers with routine data information collection for various types of reports such as requesting records from credit bureaus and conducting criminal records checks. Prepares and processes forms and documents ensuring consistency and accuracy of court documents, officer reports and related paperwork. Requests information from courts, police departments and other law enforcement agencies.
- Manage administrative caseloads.
- Maintains electronic and physical files in accordance with established procedures through data entry, document imaging and file management.
- Assists support specialists as needed in completing weekly court calendars, forwarding fine and restitution payments to other districts, and providing backup assistance when necessary.
- Assists officers with reviewing supervisee files and entering appropriate data for risk assessment and chronological entries.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent to qualify for classification Grade 22, Step 1. At the discretion of the Chief U.S. Probation Officer, an applicant may be eligible for placement in a higher step, if they possess one or more years of general experience. An evaluation of the quality of general experience and competitive factors will determine placement at salary steps above Step 1.

General Experience:

Progressively responsible clerical, office, or other work that indicates possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

PREFERED QUALIFICATIONS:

Applicants possessing the minimum of a two-year college degree are preferred.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

BENEFITS:

Judiciary employees serve under "Excepted Appointment" and are considered "at will" employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees, which include but are not limited to:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- Retirement Benefits
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-Tax Benefit Programs

CONDITIONS OF EMPLOYMENT

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

HOW TO APPLY:

All applicants must submit the following documents, combined as one PDF file:

- Resume
- Letter of interest, which indicates your knowledge, skills, and experience as they relate to this position.
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency's website at www.nyep.uscourts.gov under Job Applicants/Internships).

Please submit all documents combined as one PDF file, via email to:

NYEP_HUMAN_RESOURCES@NYEP.USCOURTS.GOV

With subject line: **NYEP 25-09 Probation Technician**

All Submissions must be received by 5:00 p.m. on the closing date.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted.

The United States Probation Office of the Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

The Court reserves the right to: modify the conditions of this job announcement; to withdraw the announcement; to fill the position sooner than the preference date; or to close this announcement once the position is filled, any of which may occur without prior written or other notice.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER