



U.S. Probation Office
Eastern District of VA
600 Granby Street
Norfolk, VA 23510

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined Contribution Retirement Benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match

*Based upon performance, accretion of duties, and budget, this position may have the opportunity to promote up to Classification Level (CL) 25 without further competition.

Norfolk: Pay Table:

CL-23: \$40,552 - \$65,928
CL-24: 44,917 - \$73,001
CL-25: \$49,617 - \$80,624

The U.S. Probation Office for the Eastern District of Virginia is an Equal Opportunity Employer.

U.S. PROBATION OFFICE EASTERN DISTRICT OF VA

Vacancy Announcement 25-P007N

Probation and Pretrial Services Technician (Temporary)

- **LOCATION:** Norfolk, VA
- **REPORTS TO:** Administrative Supervisor
- **STATUS:** Temporary-One Year and a Day*
- **CLASSIFICATION LEVEL (CL):** CL-23 or CL-24/Step 1 – 61
- **POSTED:** Open Immediately – Until Filled
- **TARGET GRADE:** CL-25*
- **STARTING SALARY:** \$40,552 - \$44,917
- **SALARY RANGE:** \$40,552 - \$65,928 (CL23, Step1-61)

This is a temporary position with the possibility of extension, conversion to a permanent role, or promotion to Probation Officer Assistant or Probation Officer without further competition. The salary at time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for Federal Judiciary employees currently employed in other districts. The agency is unable to match locality pay.

Position Overview

The Probation and Pretrial Services Technician provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned. This position makes recommendations and some decisions regarding the investigation and supervision of a select lower-risk caseload of offenders.

Duties and Responsibilities include, but are not limited to the following:

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment.
- Conduct 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.

Probation and Pretrial Services Technician (25-P004A)

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.

Conditions of Employment:

- Applicants must be U.S. citizens or a lawful permanent resident that is eligible to work in the United States and is either currently seeking U.S. citizenship or intends to become a U.S. citizen when eligible. To review citizenship requirements for employment in the Judiciary, please visit: [https:// www.uscourts.gov](https://www.uscourts.gov).
- A criminal background investigation (requiring the applicant to be fingerprinted) will be conducted on the person selected for hire.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Performance will be monitored closely during the first year in this position.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.

- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.
- Provide general clerical office support by performing any or all the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.
- Performs other duties as assigned.

Minimum Qualifications (Must be met at the time of application):

Requirements:

Bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business, or public administration. Relevant experience – paid or unpaid- in the legal, justice, law enforcement, or court sectors. This background may include working directly with legal professionals, assisting in judicial proceedings, engaging in law enforcement operations, or supporting court administration.

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

For placement at CL24, Step 1: One year of specialized experience. Consideration for placement at Step 2 - 25: Two years of specialized experience.

SPECIALIZED EXPERIENCE:

Probation and Pretrial Support Technician

The Court reserves the right to fill more than one position from this vacancy announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

The U.S. Probation Office, Eastern District of Virginia, is headquartered in Alexandria, with offices in Newport News, Richmond, Norfolk, and Newport News (Divisional Office). Although it is the agency's practice to try to accommodate individual duty station preferences, all employees of the U.S. Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.

Failure to submit the above-mentioned required documents, in one pdf document, will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

COURT-PREFERRED SKILLS:

A Probation and Pretrial Services Technician must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition; possess the ability and demonstrate the willingness to increase knowledge and skills; possess the ability and desire to function effectively and harmoniously in the office environment; possess demonstrated and sustained exceptional work performance. The following are desirable skills for a Probation and Pretrial Services Technician; however, are not required: four-year degree; Bilingual (English/Spanish).

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

APPLICATION PROCESS:

To apply for the Probation and Pretrial Services Technician position, qualified candidates are required to submit the following **in one pdf document in the following order**:

- a cover letter*
- a current detailed resume (including training that you have completed, and certifications obtained)
- AO-78, Federal Judicial Branch Application for Employment, www.vaep.uscourts.gov or <https://www.uscourts.gov>)
- title the pdf document as follows: Last Name- First Name-25-P007N please email the pdf document to: vaep_jobs@vaep.uscourts.gov
- Applications received before August 22, 2025, will be given priority consideration.

*The cover letter should include the following information; however, not exceed two pages:

- the vacancy announcement number 25-P007N
- why you are interested in the position
- overall qualities and strengths that you will bring to the position
- describe your core values