



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## PROBATION AND PRETRIAL SERVICES TECHNICIAN

**ANNOUNCEMENT NUMBER** 17-WAW-25

**ANNOUNCEMENT DATE** May 30, 2017

**CLOSING DATE** Open until filled; preference given for resumes received by June 11, 2017

U.S. Probation and Pretrial Services for the Western District of Washington is seeking a Probation and Pretrial Services Technician.

Probation and Pretrial Services Technicians provide administrative and technical support in a wide range of areas, including assisting with contracting and accounts payable for treatment services; compiling information for investigations; assisting with in-district programs; preparing and drafting reports and correspondence.

This position is located at the federal courthouse in Seattle, Washington, with some travel to divisional offices required.

**REPRESENTATIVE DUTIES**

- Accounts payable for all contracting agencies: reconciling invoices, working with vendors, logging and submitting invoices for payments, tracking overdue invoices, and general administrative support;
- Assist Contracting Officer with annual contracting duties as needed;
- Provide administrative support for special programs such as STARR, ROAD, Crisis Intervention, Freedom to Incarceration, etc.;
- Assist officers with investigations, including: compiling criminal histories, running record checks, and conducting inquiries with collateral agencies, and similar activities;
- Conduct Pretrial collateral investigations for other districts;
- Prepare, monitor and mail Pretrial location monitoring monthly co-payments;
- Provide back-up to administrative staff as needed.

**QUALIFICATIONS**

High school graduate or equivalent plus two years progressively responsible administrative, technical or professional experience.

The successful candidate will also possess:

- Strong written and verbal communication skills and strong math skills;
- Extraordinary attention to detail, organizational and time management skills;
- Strong customer service skills and the ability to deal with a wide variety of people tactfully and courteously;
- Ability to use independent judgment and discretion;
- Excellent data entry skills.

**SALARY RANGE**

Court Personnel System Classification Level:

CL25, Step 1 – 61, \$42,971 – \$69,881

Depending on experience and qualifications; additional promotional potential without further recruitment.

**BENEFITS**

The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

**INFORMATION FOR APPLICANTS**

Qualified applicants should submit:

- A cover letter describing how your background makes you the ideal candidate;
- A resume.

Via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Or to:

Human Resources (#17-WAW-25)

U. S. District Court

700 Stewart Street, Suite 2218

Seattle, WA 98101

Applicants must be United States citizens or eligible to work in the United States. The Court 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.

A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.



*The United States District Court is an equal opportunity employer and values diversity in the work place.*