



U.S. Probation and Pretrial Services Office District of South Carolina

VACANCY ANNOUNCEMENT 2021-DSC-06

POSITION:	Pretrial Services Technician Full-Time / Temporary
DUTY STATION:	Charleston, Columbia, Florence & Greenville (more than one position may be filled by this vacancy announcement)
SALARY RANGE:	CL 22 (\$28,197 - \$35,265) (CPS Pay Table RUS - Steps 1 - 25) <i>(starting salary based on qualifications/experience)</i>
OPENING DATE:	May 4, 2021
CLOSING DATE:	Open until filled, with first consideration given to applicant packets received by May 17, 2021
AREA OF CONSIDERATION:	Open to all applicants
EMPLOYMENT TERM:	Under this vacancy, the Pretrial Services Technician position is a temporary full-time position with an employment period of one year and one day. Temporary positions may be extended subject to performance, need, and available funding.

THE DISTRICT

United States Probation and Pretrial Office, for the District of South Carolina, is headquartered at 1835 Assembly Street, Columbia, South Carolina. There are divisional offices located in Charleston, Columbia, Florence, and Greenville. The Probation and Pretrial Services Office serves the Judicial District of South Carolina which includes 46 counties.

INTRODUCTION

The United States Probation and Pretrial Office, for the District of South Carolina, is currently accepting applications for full-time, temporary Pretrial Services Technicians. The Pretrial Services Technicians provide support to the divisional offices. These positions will be filled as permitted by budgetary constraints. The duration of the appointment is one year and one day. **This is not a summer internship.** The District of South Carolina may extend the temporary appointment, not exceeding a total of four years.

REPRESENTATIVE DUTIES

- Assists officers with routine data information collection for various types of reports such as requesting records and conducting criminal record checks. Prepares and processes forms and documents ensuring consistency and accuracy of court documents, officer reports and related paperwork.
- Maintains electronic and physical files in accordance with established procedures through data entry, document imaging and file management.
- Assists officers with reviewing offender files and entering appropriate data for risk assessment.
- Assists officer specialists with minor specialized tasks such as equipment inventory and maintenance, monitoring logs, and entering approved schedule changes.
- Assists in the research and recording of resources for posting on social media, internet, and/or intranet websites.
- Assists in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Assists in the processing of outgoing mail/receiving mail and routing to the appropriate staff member.
- May perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma.
- Basic computer skills, including proficiency in the Microsoft Office Suite of products.
- Excellent oral and written communication skills.
- A team attitude, attention to detail, a growth mindset, and a willingness to adapt to a changing work environment.
- Must be a U.S. Citizen or eligible to work in the United States.

PREFERRED SKILLS & QUALIFICATIONS

The ideal candidate may also possess the following preferred skills:

- Completion of a bachelor's degree from or currently enrolled in an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration.
- Prior work or internship experience.
- Preference will be given to students who are currently attending graduate school.
- Overall "B" grade point average (3.0 or better on a 4.0 scale).

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered "**at-will**" and may be terminated with or without cause or notice by the Court.

Prior to appointment, an applicant considered for this position must successfully complete a background investigation.

The United States Probation and Pretrial Services Office requires employees to adhere to a **Code of Conduct Policy**. This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Health, life, dental, vision, and long-term care insurance plans.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- A defined benefit pension plan.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.

Employees of the U.S. Probation and Pretrial Services Office are not classified under Civil Service.

APPLICATION INFORMATION AND PROCESS

To apply for this position, qualified candidates are required to e-mail the following application materials as a single PDF attachment:

1. A cover letter describing your interest in this position and, if applicable, how you plan to apply your degree in the future
2. Resume outlining educational background, employment history, and other relevant information
3. The following completed forms (available at <https://www.scp.uscourts.gov/career-opportunities>):
 - **Form AO-78, Application for Judicial Branch Employment** (Please make sure to sign and date the application.)
 - **DSC Release Authorization**
 - **Request for Consumer Report Information**
4. An unofficial copy of academic transcripts

Submit your application packet to SCP_HR@scp.uscourts.gov and reference the vacancy **#2021-DSC-06**.

All application materials must be submitted in order to proceed in the process. **Only the best qualified candidates will be invited for interviews.** Due to COVID-19, interviews may occur via Zoom. If travel is required for the interview, applicants must travel at their own expense. The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

**The U.S. Probation and Pretrial Services Office for the District of South Carolina
is an Equal Opportunity Employer.**