



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

VACANCY ANNOUNCEMENT 2023-DSC-13

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 (\$30,147 - \$37,696) (CPS Pay Table RUS - Steps 1 - 25) <i>(starting salary based on qualifications/experience)</i>
OPENING DATE:	November 29, 2023
CLOSING DATE:	Open until filled - this announcement will serve to generate a pool of candidates from which to choose when positions become available
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.

*This position may be a career progression step towards becoming a United States Probation Officer (USPO) for qualified applicants. To be eligible to apply for a USPO opening, successful candidates must meet all requirements for the USPO position, to include age, medical, and educational parameters.

THE DISTRICT

The United States Probation and Pretrial Services 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 are appointed to excepted appointments and serve at the pleasure of the Court.
- The final candidate(s) may be subject to a record check with law enforcement agencies and credit bureaus. Positions designated as highly sensitive are subject to an additional background investigation.
- Qualified applicants will be subject to a writing and skills test.
- 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

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, paid parental leave, a pre-tax reimbursement program, and eleven federal holidays.

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. A 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
 - 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 vacancy **#2023-DSC-13**.

All application materials must be submitted in order to proceed in the process. **Only the best qualified candidates will be invited for interviews.** 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.**