

Office of Human Resources
U.S. District Court, U.S. Probation, U.S. Pretrial Services
Western District of Texas
727 E. Cesar Chavez Blvd., Suite A-403
San Antonio, Texas 78206



Position: Technical Assistant – Job # USPT 13-02
Opening Date: August 9, 2013
Closing Date: August 23, 2013
Starting Salary: up to \$47,448 (up to CL-25) - salary commensurate with experience
(*Transfers within the Federal Judiciary will be considered for a salary match within CL-25*)
Location: Midland, Texas

The incumbent provides specialized technical and administrative support to United States Pretrial Services Officers in a wide range of areas as well as assisting in various investigative duties.

POSITION OVERVIEW:

- Professionally answers telephones, greets the public, etc.
- Prepares and proofreads investigative and supervision reports for officers.
- Runs records checks, reads and interprets records check reports, requests additional reports.
- Assists urine collection, prepares paperwork, handles mailing, and manages maintenance of color code system.
- Coordinates court settings, notifies Pretrial Services Officers of court activities, gathers and organizes all paperwork for court.
- Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports, and social history information.
- Receives and transfers case files from other districts.
- Processes incoming restitution payments and maintains current.
- Coordinates material witness caseload with dispositions of principles. Maintains material witness files and statistical completion of the closing section of the PS2 of detained material witness cases.
- Completes correspondence.
- Completes procurement requisitions.
- Makes entries to chronological records either from direct communication with client or from information provided by the officer as needed.
- Performs all video conference coordination and calendaring.
- Organizes and prepares new case files for officers.
- Assists with the district's electronic monitoring program (i.e., inventory of equipment and arranging for service and repair); may assist in pre-approved schedule changes.
- Assists with and updates community resources available to offenders.
- Enters and maintains accurate data and assists in data quality control.
- Processes travel vouchers.
- Assists Supervising US Pretrial Services Officer as needed.
- All other duties as assigned.

QUALIFICATIONS:

Position requires at least 3 years of clerical or administrative experience that provided direct customer contact on a daily basis. Administrative experience in a civil and/or criminal legal environment preferred. Outstanding customer service, communication, and organizational skills are required. Must have the ability to handle more than one task at a time in a high volume area, and

prioritize and manage own workload. Proficient data entry skills required. The candidate must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds and to work harmoniously in a team-based environment. Bilingual preferred; not required.

Preference will be given in this order: 1) Qualified individuals located within the commuting area of Midland/Odessa, Texas; 2) Qualified individuals located within Texas; 3) Qualified individuals Nationwide

APPLICATION PROCESS:

Qualified candidates may apply by mailing a cover letter (include job title and number listed above), detailed resume, salary history or classification level, e-mail address, and daytime telephone number to:

United States Pretrial Services Office
Attn: Human Resources
727 E. Cesar E. Chavez Blvd., Suite A-403
San Antonio, Texas 78206

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. The best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a credit, fingerprint, and background check.

The United States Pretrial Services Office is an Equal Opportunity Employer