



United States District Court
Southern District of Ohio
<http://www.ohspt.uscourts.gov/>
Follow us on [LinkedIn](#)



October 28, 2024
Vacancy Announcement Number – 24-15
Pretrial Services Support Technician
Duty Station – Dayton Courthouse –one vacancy
Salary: CL 23 (\$40,662-\$66,101*)

**Depending on Qualifications*

Appointment at CL 23 has future promotion potential to CL 24 without further advertisement.

**Open until filled with first preference given to complete applicant packets received by:
Sunday, November 17, 2024, at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (5/24), available on the court website.

The Pretrial Service Support Technician provides technical support to Pretrial Services Officers by assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a Pretrial Services Officer and/or Supervisory Pretrial Services Officer. Occasional travel is required. This position includes some telework with a minimum of one day a week in an office setting. Typical work hours are 8:30 am to 5:00 pm.

ABOUT THE SOUTHERN DISTRICT OF OHIO

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus and south to the Ohio River. The District is comprised of over 260 individuals including twenty-six Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Assist pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files and reports, investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.

- Prepare routine correspondence, including but not limited to form letters, notices, reports, and associated correspondence using templates and forms. Maintain correspondence control records and track correspondence through internal databases. Update chronological entries as required.
- Maintain case records as required.
- Participate in and contribute to ongoing training programs.
- Provide administrative assistance to the Location Monitoring program.
- Assist with coordination of maintenance of official government vehicles.
- Perform other similar duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position at;

- CL 23, High school graduation or equivalent and two years general experience.

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 duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Benefits:

Please review the extensive federal benefits on the United States Courts website:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment:

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to amend or withdraw any job announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, Chief Pretrial Services Officer may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

Reasonable Accommodations:

Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.