

**UNITED STATES DISTRICT COURT**  
**District of Connecticut**  
**U. S. Probation Office**

Warren Maxwell  
Chief United States Probation Officer

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**JOB OPPORTUNITY**

**Announcement Number:** 17-CT-06

**Position Title:** CAREER OPERATIONS SUPPORT SPECIALIST

**Salary Range:** CL23 (\$37,108 - \$60,334)  
(Depending upon qualifications, experience, and location)

**Position Location:** New Haven or Bridgeport

**Opening Date:** October 31, 2017

**Closing Date:** December 5, 2017

**Job Summary:** This full-time, permanent position is located in the U.S. Probation Office in Bridgeport or New Haven, Connecticut. The Operation Support Specialist provides specialized technical and administrative support to probation officers in a wide range of areas, including proofreading and editing documents, assisting with conducting investigations, compiling criminal histories, maintaining case files and documents in the office's automation tracking program, and other similar duties.

**Representative Duties:** Formats, types, edits, and finalizes reports and correspondence developed by officers, often within a short time period. This includes but is not limited to presentence reports, pretrial services reports, violation reports, preliminary interview reports for the court, and correspondence with defendants, offenders, treatment agencies, and others. Independently, or with direction, prepares petitions, orders, and papers essential to pretrial services, and probation supervision ensuring consistency and accuracy among all documents. Assists officers in performance of all investigations 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.

Completes collateral investigations and prepares responses. Cooperates with probation and pretrial offices in other districts to complete investigations and perform other related services.

Assists in the supervision and management of the administrative caseload.

Monitors the Location Monitoring schedule line and assists with administration of Electronic Monitoring equipment.

Conducts random drug testing on persons under supervision when an officer is not available.

Enters and updates supervision case file and statistical data in automated databases.

Receives and transfers case files from other districts.

Inputs data concerning supervision, and investigations into the automated case tracking system. Generates case management, statistical, and other reports from automated system and administrative applications. Makes chronological entries documenting actions and interactions as required.

Provides general administrative support for officers and office operations by performing any or all of the following tasks: Answers telephone and takes messages; copies and distributes documents; sends and receives facsimiles and electronic mail messages; processes mail, and procurement duties as assigned.

## **QUALIFICATIONS:**

**The successful applicant must be a high school graduate or its equivalent and 2 years clerical/general experience. Knowledge and experience working with Microsoft Word and working in a database is preferred. The ability to work in a fast-paced and deadline driven environment, and ability to work independently and as part of a team is a must.**

## **PREFERRED QUALIFICATIONS:.**

Applicant has an Associates/Bachelor degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration.

**Only candidates who are selected for interviews will receive a written response regarding their application.**

**How to Apply:** To be considered for this position, applicants **must** submit the following:

- ▶ Cover letter
- ▶ Resume
- ▶ District of CT Employment Application

- ▶ AO-78, Application for Judicial Branch Federal Employment
- ▶ Copy of your last two evaluations, if unavailable, please explain in your cover letter.

Incomplete applications will not be returned, retained, or considered. Only one application per candidate will be accepted for this announcement.

Please submit application materials by mail to the attention of:

Warren Maxwell, Chief  
United States Probation Officer  
157 Church Street, 22<sup>nd</sup> Floor  
New Haven, CT -06510

or: email them to [joyce\\_crowther@ctp.uscourts.gov](mailto:joyce_crowther@ctp.uscourts.gov) as **one** PDF document

**EMPLOYEE BENEFITS:** Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Connecticut currently offers an employee recognition program.

**CONDITIONS OF EMPLOYMENT.** The selected candidate(s) must successfully complete a background investigation and a credit check. Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

United States Citizenship or be eligible to work in the United States is required for consideration for this position.

The United States Probation Office is an Equal Opportunity Employer.

**SPECIAL NOTE: The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written or other notice. More than one position may be filled.**

**Applicants selected for an interview will be required to travel to the designated location at their own expense.**