

U.S. Probation and Pretrial Services, Eastern District of Arkansas



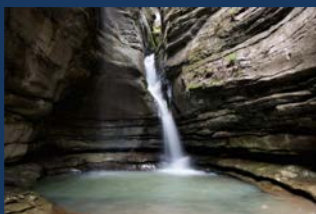
Richard Sheppard Arnold
United States Courthouse
600 West Capitol Avenue
Little Rock, AR 72201



Position Includes:

Flexible Hours
Ability to Work up to 40
Hours a Week
Opportunity to Learn
about U.S. Probation and
Pretrial Services

Little Rock is the capital
and the most populous
city in Arkansas.



Career Opportunity – JVA#2021-09

Probation Operations Support Trainee

Position Type: Full-Time, When-Actually-Employed, Non-Hazardous
Duty position
Classification Level: CL 22, Step 7 (\$14.40/per hour)
Open Date: 04/28/2021
Closing Date: 05/12/2021 (Opened until filled)
Location:

**This is an intermittent, temporary appointment with some benefits available.
Six-month term of appointment with option for extension based on
performance and budget.**

POSITION OVERVIEW

The Probation Operations Support Trainee position provides a meaningful employment experience through a comprehensive view of the federal probation system. Trainee(s) will provide operational support for the probation office and learn some of the duties and responsibilities of a pretrial/probation officer. Primary job duties will include:

- Assist with answering the phone lines and responsible for front desk procedures (i.e. mail, deliveries, etc.)
- Perform administrative duties such as scanning, shredding, copying, filing, conducting database searches, chronological entries, etc.
- Run reports such as Failure to Appear (FTA), monthly specimen testing, criminal history reports (i.e. ACIC/NCIC, and AO Court Connect).
- Perform collateral investigations, including researching, retrieving, and verifying demographic information, and completing correspondence in specified format.
- Retrieve and verify criminal history information for pretrial and presentence investigations.
- Enter and maintain accurate data in the automated case tracking system (PACTS), including scanning of confidential case files and uploading files to the related case.
- Review and validate treatment services invoices for services rendered. Ensure accuracy when processing invoices. Distribute invoices to the appropriate party within set timelines.
- Accept goods and services procured by the court unit and sign appropriate documentation as verification.
- Conduct and observe urine specimen process with offenders/defendants of the same gender.
- Assist officers with low intensity caseload by verifying compliance, completing case review, and administering travel passes, as needed.

QUALIFICATIONS

- Must have a high school diploma
- Must be at least 18 years of age
- Basic computer skills
- Detail-oriented

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Arkansas is the natural state, and with its central location, Little Rock, offers an easy drive to the beautiful Arkansas State Parks and Recreation Lakes.



PREFERRED SKILLS & QUALIFICATIONS

- College degree in Criminal Justice, Social Work, Psychology, Business, or related field.
- Currently enrolled in a college/university with an area of focus in Criminal Justice, Social Work, Psychology, Business, or related field.
- Proficiency in Microsoft Office

APPLICATION PROCEDURES

A copy of the job vacancy announcement and position description is located on the Probation Office's [website](#). Qualified applicants should submit the following documents to be considered for the position:

- A cover letter, which includes a narrative statement as to why you are interested in learning about the Probation and Pretrial Services Office and your relevant qualifications and/or experience.
- Resume
- Judicial Branch Federal Employment Application (AO-78), which is available from the U.S. Probation & Pretrial Services Eastern District of Arkansas [website](#).
- Copies of OFFICIAL college transcripts. If you order a transcript to be sent directly to the U.S. Probation & Pretrial Services Office, please state so in your cover

It is preferred applicants submit the required documentation in a single PDF file to arepdb_humanresources@arep.uscourts.gov.

Applications may also be mailed to the following address:

United States Probation & Pretrial Services, ED/AR
Attn: Margaret Hoskyn
600 W. Capitol Avenue, Suite A226
Little Rock, Arkansas 72201

Application documents received by 5:00p.m., May 12, 2021 will be given preference. Facsimiles will not be accepted.

CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. Citizen or eligible to work in the United States. As an employee of The U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas, new hires are required to undergo a background investigation. The Probation and Pretrial Services Office will complete an investigation of criminal record, motor vehicle record, credit report, and employment verification.

DISCLOSURE STATEMENT

Please disclose the name(s) of relative(s) or a close associate(s), who has been or who is Currently a defendant or an offender in the federal, state, or local probation or parole system. Explain his/her relationship to you. Please disclose any circumstance, situation, or Information in your background that may be relevant to the consideration process, including, but not limited to, criminal history or financial history. The disclosed information will not automatically preclude you from employment. This information will, however, be considered in order to determine your suitability for the position.

Please submit the information to G. Edward Towe to be evaluated. Please provide specific details including dates. Submit this confidential information directly to G. Edward Towe, Chief United States Probation and Pretrial Services Officer, 600 W. Capitol Avenue, Suite A226, Little Rock, Arkansas, 72201. Do NOT include your confidential letter with your application documents. Please write 'CONFIDENTIAL' on the envelope and the letter. It is your responsibility to fully disclose all information.

The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

The U.S. Probation Office is an Equal Opportunity Employer.