



# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE

**Position:** Probation Services Technician

**Vacancy No.** 2026-01

**Location:** 500 Pearl Street, New York, New York

**Type of Appointment:** Full-time / Permanent

**Number of Positions:** Multiple

**Area of Consideration:** Open to all sources

**Class Level:** CL- 23 - CL - 25

**Salary Range:** \$47,546 - \$94,588 (Starting salary for non-federal employees: \$47,546-\$72,237 depending on experience)

**Opening Date:** 01/14/2026

**Closing Date:** Open until filled with preference to applications received by 01/28

## Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

**POSITION OVERVIEW:** The Southern District of New York U.S. Probation Office has multiple vacancies for the position of Probation Services Technician. The Probation Services Technician provides technical, administrative, and case management support to probation officers and probation officer assistants in a wide range of areas, which may include assisting with conducting investigations, urinalysis testing and processing, research, report preparation, and/or the assignment of prerelease and presentence investigations and out-of-district violations, coordinating with other agencies, and performing other similar duties as assigned. As requested by supervisory probation officers and/or office managers, the incumbent will assist with general office coverage duties.

## DUTIES AND RESPONSIBILITIES:

- Act as a liaison and point of contact between the Bureau of Prisons, U.S. Attorney's Office, the Court, and any other relative agencies related to the assignment of presentence investigations, prerelease investigations, and out-of-district violations.
- Serve as the point-of-contact for various local, state, and federal agencies to collect and record information to assist with investigations.
- Receive and process new cases for the commencement of supervision.
- Monitor cases for compliance with supervision conditions and notify the officer and/or Court of matters needing attention.
- Update information in the Probation Automated Case Tracking System (PACTS).
- Prepare and update case files and reports (investigations and supervision) at the direction of an officer and in accordance with established policies and practices.
- Monitor inactive cases that have been detained with other agencies or have absconded from supervision.
- Participate in on-going training and development in order to remain current of advanced techniques.

**Our Vision:**

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member. Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

**DUTIES AND RESPONSIBILITIES (continued):**

- Assist with general office coverage duties such as but not limited to receiving and directing telephonic or electronic communications, drug testing, and other general clerical work.
- Perform other duties as assigned.

**REQUIRED QUALIFICATIONS:** To qualify for this position applicants must be a high school graduate. To qualify for CL-23 you must have two years of general experience. To qualify for CL-24 to CL-25, you must also have one year of specialized experience.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**EDUCATIONAL SUBSTITUTION:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

**PREFERRED QUALIFICATIONS:**

- College graduate
- Highly conscientious.
- Exceptional interpersonal and organizational skills.
- Ability to pay close attention to details and work well with others.
- Ability to work within precise time frames and deadlines.

**BENEFITS:**

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance

## Our Values:

**Respect.** All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

**Integrity.** We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

**Service.** We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

Visit our website:



## BENEFITS:

- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

## CONDITIONS OF EMPLOYMENT (CONTINUED):

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

## APPLICATION PROCEDURE:

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: [AO78-pdf \(uscourts.gov\)](https://www.uscourts.gov/rules-policies/judiciary-policies). Your cover letter must indicate the position for which you are applying, including the vacancy number, describe your interest in the position, and should be no more than two pages.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for testing will be contacted. Please submit your application to: [Careers@nysd.uscourts.gov](mailto:Careers@nysd.uscourts.gov)

**EQUAL OPPORTUNITY EMPLOYER**