



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
District of Connecticut

POSITION

OPERATIONS SUPPORT SPECIALIST

LOCATION

Bridgeport, CT

SALARY/TARGET

CL 23
\$41,597 - \$67,610

OPENING DATE

September 8, 2022

CLOSING DATE

Open until filled, with preference given to those applications received before November 10, 2022

ANNOUNCEMENT

22-CT- 03

POSITION OVERVIEW



The U.S. Probation & Pretrial Services Office for the U.S. District Court for the District of Connecticut is currently accepting applications for a full-time Operations Support Specialist at its Bridgeport location.

We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people and communities we serve. In recruiting members to our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, and economic status. Join us.

POSITION OVERVIEW

This full-time, permanent position is in the U.S. Probation Office in Bridgeport, Connecticut. The Operation Support Specialist provides specialized technical and administrative support to probation officers in a wide range of areas, 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:

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.

Enters and updates 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 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:

Associates degree or higher from an accredited college or university. Bi-lingual in English and Spanish.

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

FBI Background Investigation:

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours:

Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Chief Probation Officer. Additional hours, as needed. This position qualifies for one telework day a week, per supervisor approval.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

How to Apply:

Submit all the following documents (1) a cover letter; (2) a current resume; (3) copy of your last two evaluations, if unavailable, please explain in your cover letter, (4) a completed AO-78, Application for Federal Judicial Branch employment.

Submit to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=22-CT-03>

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Incomplete applications will not be returned, retained, or considered.

Information for Applicants:

Employees of the United States Probation Office are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Probation employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States Probation Office is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all the requested materials as listed above may lose consideration for this position. Candidates for employment will be required to follow the COVID 19 vaccination policy for the United States Probation Office.

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

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES INCLUSION AND DIVERSITY**

