



**UNITED STATES PROBATION AND PRETRIAL SERVICES
WESTERN DISTRICT OF WASHINGTON**

LOCATION MONITORING TECHNICIAN

ANNOUNCEMENT NUMBER 22-WAW-32

ANNOUNCEMENT DATE May 27, 2022

CLOSING DATE Open until filled; preference given to applications received by June 12, 2022.

The U.S. Probation and Pretrial Services Office for the Western District of Washington is accepting applications for a Location Monitoring Technician. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. The assignment to a duty station is at the discretion of the Chief. Travel between the various offices may be required. This position is responsible for assisting with the location monitoring program.

REPRESENTATIVE DUTIES

- Order, return, and maintain location monitoring equipment inventory;
- Add and deactivate clients in database and enter daily schedules;
- Upload documents and makes chronological entries into database (PACTS);
- Assists with billing and co-payments for LM program;
- Monitors location monitoring voice mail and e-mail accounts, coordinate with clients and the location monitoring specialists to approve schedules and resolve issues as appropriate;
- Assists officers with installing and inspecting monitoring equipment on clients in the office;
- Provides other support duties to the location monitoring team as assigned.

QUALIFICATIONS

The successful candidate will have a high school diploma or equivalent and at least two years of progressively responsible clerical or administrative experience. Experience in a legal environment is desired. Other requirements include:

- strong organizational skills and attention to detail;
- working knowledge of databases and computer software programs and accurate data entry skills;
- ability to work under deadlines;
- ability to maintain confidentiality;
- ability to deal with a variety of people tactfully and courteously;
- ability to be self-motivated and flexible;
- strong communication and interpersonal skills.

SALARY RANGE

Court Personnel System Classification Level:
CL23, Step 1 – 61, \$39,509 - \$64,216 annually
CL24, Step 1 – 61, \$43,740 - \$71,140 annually

Depending on experience and qualifications.

**INFORMATION FOR
APPLICANTS**

Qualified applicants are required to submit the following:

- Cover letter and resume
- From the following list of competencies associated with the position of LM Technician, please select two and describe why you feel they are important for this position?
 - Policy and Court System Awareness
 - Ethics and Values
 - Quality Driven
 - Problem Solving
 - Planning
 - Continuous Learning
 - Communication
 - Composure
 - Team Orientation
 - Location Monitoring Knowledge
- Completed *[AO78](#), Application for Federal Employment - **For this vacancy announcement (22-WAW-32), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

Submit completed application packets via e-mail (Word or Acrobat .pdf format) to:
seattle_personnel@wawd.uscourts.gov

or to:

Human Resources (22-WAW-32)
U.S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel (for in person interviews) or connect via Zoom (for remote interviews) at their own expense. Qualified applicants selected for interviews will be tested.

U.S. Probation and Pretrial Services for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are considered "at will" employees.

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| | <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p> |
| BENEFITS | <p>The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, and long-term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p> |

The United States District Court is an equal opportunity employer and values diversity in the workplace.