



Ron Travers  
Chief U.S. Probation Officer

#### MISSION

*We provide the highest level of service to the Court, community, defendants and persons under supervision, our stakeholders, and to each other.*

#### VISION

Efficient - Effective - Excellent



## U. S. PROBATION AND PRETRIAL SERVICES DISTRICT OF NEW MEXICO

### PROBATION SUPPORT TECHNICIAN VACANCY # 25-15

*The United States Probation and Pretrial Services Office for the District of New Mexico is committed to the fair administration of justice, transforming the lives of those we serve, and strengthening our communities. Our office serves diverse communities and is a strong supporter of inclusion and staff diversity.*

<b>POSITION:</b>	<b>Probation Support Technician</b>
<b>LOCATION:</b>	<b>Las Cruces, New Mexico</b>
<b>CLASSIFICATION:</b>	<b>CL 22 Non-Competitive Promotion to CL 23 after 1-year</b>
<b>SALARY RANGE:</b>	<b>\$35,964 – \$40,332/year DOE</b>
<b>OPENING DATE:</b>	<b>May 27, 2025</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>

#### POSITION OVERVIEW:

The United States Probation and Pretrial Services Office for the District of New Mexico is currently accepting applications for Probation Support Technicians.

This is a full-time entry level position working directly with the United States Probation Officers and is accompanied with a full benefits package.

#### REPRESENTATIVE DUTIES:

- Assists in performing investigations of all types for the office and other districts. Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports and social history information.
- Receives and transfers files from other districts.
- Retrieves and verifies criminal history information.
- Enters data and uploads documents in probation/pretrial automated case tracking system (PACTS).
- Assists in completing pretrial collateral investigations.
- Processes incoming and outgoing correspondence.
- Answers and screens phone calls.
- Performs other duties as assigned.

## BENEFITS:

- Paid Annual Leave
- Paid Sick Leave
- Paid Federal Holidays
- Paid Parental Leave after one year of full-time employment
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)-401 (k)-styled program with up to 5% match
- Transit subsidy
- Credit for prior Federal Government service
- Mandatory electronic deposit of salary payment

## HOW TO APPLY:

To be considered for this position, qualified applicants must submit a complete application packet which includes:

- Letter of Interest
- Resume
- Copy of high school diploma/GED or Official College Transcripts
- AO 78, Application for Federal Judicial Branch Employment found at:

<https://www.nmpp.uscourts.gov/career-opportunities>

Any incomplete packet will result in disqualification. All application packets must be emailed in ONE PDF document only and sent to: [uspojobs@nmp.uscourts.gov](mailto:uspojobs@nmp.uscourts.gov)

### Ron Travers

Chief U.S. Probation Officer  
333 Lomas Blvd. NW, Suite 170  
Albuquerque, New Mexico 87102  
Attn: Victoria Hilton  
Human Resources Specialist

## QUALIFICATIONS:

Required:

High school graduate or equivalent ***plus*** general experience in clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to successfully perform the duties of this position. College education of at least 2 semesters may substitute for general experience.

The successful applicant must:

Possess good multi-tasking skills and have strong interpersonal/verbal communication skills, be a team-player and flexible in a changing environment, possess strong computer skills, utilizing word processing and database applications, maintain confidentiality, and practice good work ethics.

Only the most qualified applicants will be contacted, tested and/or interviewed.

***Financial and background check outcomes must be favorable. Financial rating must be in good standing, devoid of late payments, bankruptcies and collections.***

## INFORMATION FOR APPLICANTS:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice.
- This job announcement may involve filling more than one position described herein.
- If a subsequent vacancy of the same position becomes available within 90-days of the vacancy close date or date filled (whichever is the most recent), the Chief United States Probation Officer has the discretion to select a candidate from the original qualified applicant pool.
- This position may also be assigned to a different unit other than the one posted, dependent upon the needs of the District.
- Travel and relocation expenses will not be paid.

***The U. S. Probation and Pretrial Services Office for the District of New Mexico is an Equal Opportunity Employer.***