



Vacancy Announcement No. 18-03
TRANSFER OPPORTUNITY

Job Title/Starting Classification Level and salary depended upon experience and qualifications	U.S. Probation Officer (Full-time/Permanent) Salary commensurate with experience. Salary can range from CL23/1 (\$33,086) with known promotional potential without further competition to CL28/61 (\$95,388)
Duty Station	Greenville, Mississippi
Opening Date	July 17, 2018
Closing Date	August 3, 2018
Area of Consideration	Within Judiciary Only

Position Overview:

The United States Probation & Pretrial Services Office for the Northern District of Mississippi is accepting **transfers** within the Judiciary for the position of Probation/Pretrial Services Officer. By statute, Probation/Pretrial Services Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

Representative Duties:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of home confinement conditions ordered by the

court, and in some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.

- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Performs all other duties as required by the Court.

Required Qualifications and Education:

Applicants must be a **current** U.S. Probation/Pretrial Services Officer in good standing. Qualifications for United States Probation Officers are prescribed and set forth as guidelines by the Judicial Conference of the United States. Completion of a bachelor's degree from an accredited college or university in criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Experience in corrections, counseling, rehabilitation, drug/alcohol or personnel/human services work is preferred. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Applicants must have good writing and computer skills. Testing is required.

Preferred Skills and Experience:

- Knowledge of federal law and the criminal justice system and how it relates to the role and function of the probation/pretrial services officer.
- Strong familiarity with techniques in supervising defendants: skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques.
- Ability to exercise discretion; demonstrated skill in legal reasoning and critical thinking.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other investigative databases (ex. National Crime Information Center)
- Excellent organizational and problem solving skills. Ability to compile and summarize information within established time frames.
- Knowledge of legal terminology and the Bail Reform Act.
- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds including criminal defendants, law enforcement personnel, judicial personnel, and attorneys.
- Master's degree and/or law degree preferred.

Background and Medical Requirements:

Prior to appointment, the selectee considered for this position will undergo a background investigation, medical examination and drug screening. Upon successful completion of the background investigation, medical examination, and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. Unsatisfactory results may result in termination of employment. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluation. The

medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial officers, and officer assistants are available for public review at www.uscourts.gov.

Maximum Entry Age:

As provided for in the Federal Employee's Retirement Act of 1986 (hazardous duty provisions), first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Benefits:

Judiciary employees serve under excepted appointment (not civil service) and are "at will" employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401 K plan with employer matching contributions), paid holidays and annual/sick leave accrual. A complete listing of benefits is available at www.uscourts.gov/career/benefits. This position is subject to mandatory electronic funds transfer for payment of net pay.

Additional Information:

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr_msnp@msnp.uscourts.gov. Applicants may view the district's Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan on our website at www.msnd.uscourts.gov. All court employees are required to adhere to the Code of Conduct for Judicial Employees which is available at www.uscourts.gov.

Application Procedures:

Qualified applicants should submit a complete applicant's packet which includes: 1) a letter of interest addressed to Michael East, Chief Probation Officer; 2) a current/detailed resume; and 3) a completed Application for Judicial Branch Federal Employment (Form AO78) which can be downloaded from www.uscourts.gov. Applicant's packets must be received by 5:00 PM CST on August 3, 2018. Please reference the announcement number in your letter of interest. Mail the original and three (3) copies of the application packet to U.S. Probation Service, Reference Announcement No. 18-03, Att: Human Resources, 911 Jackson Avenue East, Suite 273, Oxford, MS 38655. Please DO NOT fax and/or email application materials. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. This office reserves the right to amend or withdraw any announcement without written notice to applicants. **ONLY CANDIDATES SELECTED FOR INTERVIEW AND TESTING WILL BE NOTIFIED.** The U.S. Probation Office for the Northern District of Mississippi is an Equal Opportunity Employer.