



W. MICHAEL EAST
Chief Probation Officer

Oxford

911 Jackson Ave.
Room 273
Oxford, MS 38655

Aberdeen

301 W. Commerce St.
Aberdeen, MS 39730

Greenville

305 Main St.
Greenville, MS 38701

Hernando

2631 McIngvale Rd.
Suite 110
Hernando, MS 38632

Tupelo

431 West Main St.
Tupelo, MS 38804

www.msnd.uscourts.gov

Important Dates

Opening Date:

July 10, 2024

Closing Date:

August 9, 2024,
or until filled

Apply to:

hr@msnp.uscourts.gov

CAREER OPPORTUNITY

UNITED STATES PROBATION SERVICE NORTHERN DISTRICT OF MISSISSIPPI

Position: Probation/Pretrial Services Officer Assistant
Vacancy #: 24-09
Classification: CL 25 (\$47,966-\$77,966) – actual salary will be based on qualifications and experience
Location: Oxford, Mississippi
Appointment: Full Time/Provisional to Permanent, pending a favorable suitability determination by the court. Transfers are encouraged.

POSITION OVERVIEW

The Probation/Pretrial Services Officer Assistant serves in a U.S. Probation or a U.S. Pretrial Services Office in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to probation/pretrial services officers in a variety of areas, including assisting with compiling information for investigations; assisting with and monitoring select offenders/defendants; drafting reports and correspondence; and assisting with similar operational duties.

REPRESENTATIVE DUTIES

- Under the guidance and direction of an officer, supervise select lower-risk caseloads of offenders/defendants, which may include placing telephone calls, making home/office contacts and community/field contacts, and maintaining files and case records.
- Conduct selected investigations as needed for pre-release/furlough, pre-sentencing, and bail reports. Draft and submit selected reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist officers in the performance of select investigations, including: compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of offenders/defendants.
- Schedule and conduct urinalysis tests of offenders following established procedures and protocols. Maintain records of test results, inform officers of test results, enter data, maintain chain of custody forms and inventory.
- Testify, as necessary, before the court or Parole Commission.
- Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.
- Perform other duties as assigned.

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation, medical examination, and drug screening. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to modify the conditions of this job announcement, to commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

REQUIRED EDUCATION

A Bachelor's degree from an accredited college or university with a specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration, and one-year specialized experience.

Specialized Experience: Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or substance/addiction treatment. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

MAXIMUM ENTRY AGE

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 federal 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 federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

IMPORTANT NOTICE

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. 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 and 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 are available for public review at <https://www.uscourts.gov>.

APPLICATION PROCESS

Applicants must submit (1) A Federal Judicial Branch Application for Employment Form AO 78 which can be found at www.uscourts.gov, (2) a resume and (3) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent via e-mail to hr_msnp@msnp.uscourts.gov. Please include "USPOA 24-09" in the subject line. E-mailed documents must be one document in PDF format. The position is open until August 9, 2024.

Alternatively, applications can be submitted by mail or hand-delivered to:

Human Resources Specialist
U.S. Probation Service
Northern District of Mississippi
911 Jackson Avenue, Suite 273
Oxford, Mississippi 38655

Envelope should reference USPOA 24-09 and should be marked confidential.