



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 Officer

Vacancy #: 24-08

Classification: CL 27 (\$58,030-\$94,338) – actual salary will be based on qualifications and experience
Noncompetitive promotional potential to CL-28 (\$69,551-\$113,078)

Location: Aberdeen, Mississippi

Appointment: Full Time/Provisional to Permanent, pending a favorable suitability determination by the court. Transfers are encouraged.

POSITION OVERVIEW

Probation officers conduct the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. Daily, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

JOB REQUIREMENTS

At least one-year experience in criminal investigation or supervision preferred. Broad knowledge of criminal justice system. Ability to evaluate and apply statutes and implement regulations. Good knowledge of investigative and supervision techniques. Knowledge or experience of how other judicial processes/procedures relate to his/her position. Skill in counseling offenders to obtain and maintain compliance to the conditions of their release. Skills in oral and written communication. Knowledge and skills in working with judges, attorneys, and other law enforcement agencies. Knowledge of community and potential community resources. Some travel required.

REQUIRED EDUCATION

Completion of a bachelor's degree from an accredited college or university is required. A master's degree or other advanced degree is preferred.

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.

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.

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 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 "USPO 24-08" 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 USPO 24-08 and should be marked confidential.