



## The United States District Court Southern District of Florida

### NOTICE OF VACANCY

**Position:** U.S. PROBATION OFFICER  
**Announcement No:** 2011-PRB-00 (*On-going recruitment - Fiscal Year 2010*)  
**Opening Date:** October 1, 2010  
**Closing Date:** September 30, 2011  
**Salary Range:** \$40,146 - \$94,678 (CL 25 - 28)  
(*Salary commensurate with experience*)  
**Location:** Southern District of Florida

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#### Position Overview

Conducts investigations and prepares presentence reports for this and other United States district courts. Makes investigations, evaluations and recommendations to the court concerning alleged probation violators. Makes investigations, evaluations and reports to the U.S. Parole Commission when parole is being considered for an offender. Makes investigations, evaluations and recommendations to the U.S. Parole Commission concerning alleged parole violators. Performs such duties as requested concerning the investigation and supervision of military parolees. Supervises persons on probation, parole, mandatory release and military parole. Develops and investigates community plans for persons to be released from federal or military correctional institutions on parole or mandatory release. Cooperates with other federal probation officers and units in making investigations, supervising persons transferred to the district, and performing additional related services as may be requested by other courts. Keeps informed of new developments and techniques in the correctional field and applies these to his work as desirable and possible. Makes formal presentations concerning probation and parole concepts and programs to the community, cooperates with community agencies and participates in community activities.

#### Qualifications Requirements

- Bachelor's degree from an accredited college or university preferable in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provided evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Ability to communicate well orally, and in writing.
- A minimum of two years progressively responsible specialized experience, gained after the completion of a bachelor's degree is required. This requirement should be in such fields as probation, pretrial services, parole, corrections, criminal investigations, substance/addiction/mental health treatment or other similarly related fields.
- Working knowledge of computer software such as WordPerfect and Windows highly preferred. **Proficiency in automation skills and fluency in Spanish highly desirable.**

#### Personal Characteristics

Applicants must possess: A thorough knowledge of the philosophy, theories and practices of the correctional field with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession; a devotion to the principles of public welfare; a knowledge and understanding of both normal and abnormal behavior; unquestioned integrity; maturity of judgement and tact; a knowledge of the Federal Criminal Code and sentencing procedures; the ability to make thorough investigations of ordinary type cases and make sound evaluations and recommendations; a knowledge of all available community resources and the understanding and skill necessary to use them. Successful candidate will have the ability to work harmoniously with others in a total quality, team-based organization.

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## Maximum Age and Physical Requirements

- The Judicial Conference in conjunction with the Federal Employees' Pay and Compensation Act of 1990 requires first-time applicants for this position must not have reached their 37th birthday at time of appointment.
- Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

## Background Investigation, Drug Screening and Medical Standards

Prior to appointment, the incumbent must undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the incumbent may then be provisionally appointed, pending a suitability determination by the court. At such time the incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent on successful completion of the OPM investigation. In addition, as condition of employment, the 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 evaluations and drug screening.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

## Out of District Specialized Training

Newly appointed officers to the position of U.S. Probation Officer will be required to attend a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

## Benefits

Employees of the United States District Court are EXCEPTED appointments. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in a Group Life Insurance Program.
- Participation in a Long Term Disability Program.
- Participation in the Federal Employees Retirement System.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.
- Participation in Long Term Care Insurance Program.

## How To Apply

Applications are available online at [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov). Applications can be mailed or submitted by email to:

United States District Court  
Human Resources, Room 847S  
400 North Miami Avenue  
Miami, Florida 33128

E-mail: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

The Probation Officer application is available on the Court's website, via email, or may be picked-up in person from the Human Resources Office. **RESUMES may be included with the application if they are in PDF or WordPerfect format, and are accepted via Email at the following address:** [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov).

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**Only qualified applicants will be considered for this position.**

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**

**Accepted Academic Fields of Study  
for Probation and Pretrial Services Officers**

Accounting	History
Afro-American (Black Culture)	Human Relations
Anthropology	Human Resources
Business Administration	Industrial Relations
Communications	International Relations
Computer Science	Mexican-American Cultural Studies
Correctional Administration	Penology
Criminal Justice	Personnel Management
Criminology	Philosophy
Demography	Psychology
Economics	Public Administration
Education	Public Relations
Ethnology	Social Work
Finance	Sociology
Geography	Urban Studies Planning
Government and Political Science	

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

- (1) An overall "B" grade point average equaling 2.90 or better of a 4.0 scale.
- (2) Standing in the upper third of the class.
- (3) Have a "B+" (3.5) grade point average in the major field of study.
- (4) Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position may substitute for one year specialized experience and is qualifying for appointment at the CL-25 level.

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, may substitute for two years specialized experience and is qualifying for appointment at the CL 27.

Age and physical requirements must be satisfied.