



## Southern District Of Iowa United States Probation Office

110 E. Court Avenue, Room 127  
Des Moines, Iowa 50309-2052

**“We serve an independent Court and the community by impacting lives.”**

**Position Title:** United States Probation Officer

**Announcement Number:** 12-05

**Duty Station Locations:**

**Des Moines Office: 110 East Court Avenue, Room 127, Des Moines, IA 50309**

**Davenport Office: 131 East Fourth Street, Room 075, Davenport, IA 52801**

**Council Bluffs Office: 8 South 6<sup>th</sup> Street, Room 240, Council Bluffs, IA 51501**

More than one position could be hired from this posting. The starting salary range listed below pertains to applicants that would be new Federal Judiciary Law Enforcement appointments. The salary placement would then be based on educational background and experience in accordance with the Court Personnel System and court preferred skills. Reclassification of new appointments from provisional status could take place at the end of the one year probationary status. Additional promotional potential is possible within these ranges without further competition based on experience and performance and to CL28 salary level, at the discretion of the Chief U.S. Probation Officer.

**Starting Salary Range Minimum/Maximum:** CL25/01 \$39,522 to CL27/25 \$57,408

**Date Open:** February 24, 2012

**1<sup>st</sup> Closing Date:** March 26, 2012 (or until filled).

The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

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**Duties and Responsibilities:**

The U.S. Probation Officer, as an investigative, sentencing, and supervision professional, is responsible for providing meaningful assistance to the Court in its deliberations and decisions concerning criminal offenders and defendants while performing a range of duties and responsibilities, including but not limited to the following:

1. Conducts investigations and prepares reports with recommendations for sentencing of offenders convicted of federal offenses to the Court. The preparation of these reports requires interviewing offenders and their families, investigating the offense, determining prior record, examining the financial status of offenders, contacting law enforcement agencies, attorneys, victims, etc. Acts as an officer of the Court, reporting violations of supervision for appropriate action. Testifies in Court as to the basis for factual findings and guidelines applications. Serves as a resource to the Court to facilitate the proper imposition of the sentence.
2. Maintains personal contact with offenders through office, community visits, and by telephone.

Investigates employment, sources of income, life style, and associates to assess risk and compliance. Responsible for detection of illicit drug use and implements the necessary treatment or violation proceedings. Referral source for employment agencies, educational resources, mental health treatment facilities, substance abuse treatment facilities to ensure compliance with conditions of release and for the protection of the community.

3. Supervises offenders to maximize adherence to imposed Court-ordered conditions, reduce risk to the community, and to provide correctional treatment.
4. Maintains a detailed automated record of case activity. Responsible for case records as required by the Court, the Administrative Office of U.S. Courts, and the Chief U.S. Probation Officer.
5. Performs other duties as the Court and Chief U.S. Probation Officer may require.

### **Minimal Qualifications**

- Must be a United States citizen.
- First-time appointees to positions covered under law enforcement retirement provisions must not have reached their **37<sup>th</sup> birthday at the time of the appointment**. Applicants who are aged 37 or older who have previous law enforcement officer experience under the 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.
- Completion of a bachelor's degree from an accredited college or university in a related field of academic study, such as Criminal Justice, Criminology, Sociology, Social Work, Psychology, Counseling, Law, etc. **A minimum grade point average of 3.0/4.0 scale is required and must be verified by the official transcript.** A Masters grade point average of at least 3.0 may be substituted for the undergraduate grade point average.
- The successful applicant(s) must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgement, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must be able to meet all Court deadlines and dates.

### **Preferred Qualifications:**

- At least two years of specialized experience will be required of candidates selected for interviews. Specialized experience is described as progressively responsible experience gained after completion of the bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable.
- Candidates that have had two years or more experience working in a State or Federal Correctional System are encouraged to apply.
- Completion of a relevant master's degree or Juris Doctorate may substitute for one (1) year specialized experience.

### **Benefits:**

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Excellent retirement annuity and mandatory retirement at the age of 57 for law enforcement positions.

### **Miscellaneous:**

- Prior to appointment, the selectee considered for this position will undergo a full medical examination and drug screening. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at: <http://www.uscourts.gov>. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. This process could take several weeks.
- The selectee considered for this position will undergo a full background investigation by the Office of Personnel Management once they have entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature, considered not to be acceptable by the Chief District Judge and Chief U.S. Probation Officer, continued employment as a U.S. Probation Officer would be terminated.
- The Chief U.S. Probation Officer for the Southern District of Iowa requires all new officers to attend and successfully complete the Office of Probation and Pretrial Services' (OPPS) Initial Probation and Pretrial Services Training program at FLETC, located in Charleston, South Carolina. This intensive six week training program is designed to meet the training requirements for new officers.
- The selectee will be subject to ongoing random drug screening, periodic background reinvestigation, and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Probation Officer for reasonable cause at anytime.
- All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).
- Commencing on the date of her/his formal promotion/entry on duty, the selectee must complete a one-year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee's supervisor the ability to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Once the selectee has successfully completed the one-year probationary period, the provisional status can be removed.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants

with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

- The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.
- The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to this announcement without posting the position. Unsuccessful candidates, that do not meet the minimum requirements, will not be notified.

**Required Documents to Apply:**

Submit letter of interest detailing knowledge, skills, and abilities, along with your resume, AO78 form, and copy of academic transcript(s) to the address listed below. Position(s) will remain open until filled. The AO78 application form can be downloaded at: <http://www.uscourts.gov/forms/AO078.pdf>. Any inquiries regarding the posting, the application process, or follow up calls should be directed to Melinda Sosa, Human Resources Specialist, at (515) 284-6127 or via e-mail (WordPerfect, Word, or Acrobat pdf format only) to: [Melinda\\_Sosa@iasp.uscourts.gov](mailto:Melinda_Sosa@iasp.uscourts.gov)

**Michael J. Elbert, Ph.D.**  
**Chief U.S. Probation Officer**  
**United States Courthouse Annex**  
**110 E. Court Ave., Rm. #127**  
**Des Moines, IA 50309-2052**

**Vision:**

"A positive work environment where the people are valued and the result is excellence."

**Mission:**

"We serve an independent Court and the community by impacting lives."

**Guiding Principles:**

Integrity, Teamwork, Professionalism, Attitude, Diversity, Respect,  
Ethics, Communication, Loyalty and  
PACTS - **P**assion, (**P**ositive) **A**ttitude, **C**ommitment, **T**eamwork, **S**ervice to the Court.

**EQUAL OPPORTUNITY EMPLOYER  
AND VALUES DIVERSITY IN THE WORKPLACE**