

**U.S. PROBATION/PRETRIAL SERVICES OFFICE  
DISTRICT OF ALASKA**

**PUBLIC VACANCY ANNOUNCEMENT  
AKP 12-0001**

**Opening Date:** February 6, 2012

**Closing Date:** February 24, 2012

**POSITION** : U.S. Probation/Pretrial Services Officer

**TOUR OF DUTY** : Full-time permanent; position located in Anchorage, Alaska. More than one position may be filled from this announcement.

**SALARY** : Classification Level (CL) 23 to 28 (\$33,870 at CL 23/Step 1, to \$75,156 at CL 28/Step 25), depending on experience, plus 5.57% COLA.

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**DEFINITION:** A probation/pretrial services officer, as an investigative officer for the Federal courts in pretrial, sentencing, and supervision issues, is responsible for providing assistance to the Court in its deliberations and decisions concerning criminal offenders, and for ensuring public safety through the monitoring and supervision of defendants and offenders placed under supervision by the Court. The specific assignment for any vacancy may depend on the skills and qualifications of the successful applicant.

**DUTIES AND RESPONSIBILITIES:**

1. Pretrial Services: Researches the criminal and social backgrounds of defendants charged with federal offenses, conducting office conferences, telephone interviews, and field visits. Compiles, analyzes, evaluates, and reports to the Court the information gathered, making recommendations to the Court regarding release issues and representing the probation/pretrial services office at court proceedings. Supervises and evaluates the behavior of defendants on pretrial release to ensure public safety and compliance with release conditions, and investigates alleged violations of release and reports findings to the Court.
3. Presentence Investigations: Compiles, analyzes, evaluates, and reports to the Court information gathered during presentence investigations. Identifies and develops appropriate sentencing and community treatment alternatives. Formulates specific recommendations and participates in presentence conferences and sentencings with the Court.
4. Postsentence Responsibilities: Supervises and evaluates the behavior of offenders on probation, supervised release, or parole to ensure public safety and compliance with specified conditions. Completes written investigations/evaluations on proposed plans of offenders scheduled for release from imprisonment. Develops supervision and treatment plans to include identification of individual problems and community safety requirements; establishes specific objectives; and assists in securing employment and medical, legal, or social services. Investigates, evaluates, and prepares reports of findings and recommendations for the Court on offenders who are alleged to have violated the conditions of probation, supervised release, or parole.

5. Cooperates with pretrial service and probation officers in other districts to assist in investigations and to assist in the supervision of defendants and/or offenders on pretrial release, courtesy supervision, or travel permits, and performs related services as requested.
6. Maintains case records as required by statute or by the Court, the Administrative Offices of the U.S. Courts, and the Chief U.S. Probation/Pretrial Services Officer; documents significant behavior of defendants and/or offenders, events, and officer/offender interaction as directed under existing policies and procedures.
7. Participates in and contributes to ongoing inter- and intra-agency training programs. Keeps informed of and applies new developments and techniques in the judicial and correctional fields.
10. Performs other related duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:** U.S. Probation/Pretrial Services Officers report to the Supervising U.S. Probation/Pretrial Services Officer responsible for the assigned unit, or to the Chief U.S. Probation/Pretrial Services Officer.

**MINIMUM QUALIFICATIONS:** Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which field provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation or pretrial services officer positions. Computer and typing skills are required, as the position is self-sufficient and the successful applicant is expected to perform all aspects of the position without clerical assistance; excellent verbal and written communication skills are a must.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience, gained after completion of a bachelor's degree, in the direct field of probation, pretrial services, or parole. An overall "B" grade-point average, standing in the upper third of collegiate graduating class, a "B+" average or better in the major field of study, or completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position are acceptable substitutions for the one year of specialized experience. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**DUE TO THE HAZARDOUS DUTY RETIREMENT REQUIREMENTS OF THE FEDERAL GOVERNMENT, APPLICANTS MUST NOT HAVE REACHED THEIR 37TH BIRTHDAY BEFORE DATE OF HIRE UNLESS THEY HAVE PRIOR FEDERAL HAZARDOUS DUTY EXPERIENCE SUFFICIENT TO COMPLETE 20 YEARS BY AGE 57.**

**The U.S. Court System is an Equal Employment Opportunity organization; all employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be U.S. citizens or eligible to work in the United States. Relocation expenses will not be provided, and applicants are advised that omissions of information or false answers on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.**

Due to the sensitive nature of this position, final applicants will be subject to pre-employment drug screening and will undergo a preliminary background investigation consisting of interviews with the previous employers and school officials, a Federal Bureau of Investigation national name and fingerprint check, a credit check, and a criminal history check to assess the suitability of the applicant for the position. The incumbent will be hired provisionally, will be in probationary status for a minimum of one year, and will undergo a full-field investigation conducted by the Office of Personnel Management prior to a permanent offer of employment.

Depending on assignment, the incumbent may be required to travel overnight or longer to rural areas of Alaska. Incumbents are also subject to random drug screening and updated background investigations.

Final applicants may be required to pass a physical examination at the government's expense prior to any employment offer.

**HOW TO APPLY:** Please submit a judiciary application and resumé to the Chief U.S. Probation/Pretrial Services Officer, 222 W. 7<sup>th</sup> Avenue, Box 48, Room 168, Anchorage, Alaska, 99513-7562, by 5:00 p.m. on February 24, 2012. To obtain a copy of the application and declaration, call the office in Anchorage at 907/271-5494 or come in person to the address listed above.

**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 a baccalaureate degree which included meeting one of the following superior academic achievement provisions may substitute for the one year of required specialized experience:

1. An overall "B" grade point average equaling 2.90 or better on 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, Sigma 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 study in one of the accepted fields of study 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 (J.D.) degree, is qualifying for appointment at the CL 27 level.

NOTE: A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Age and physical requirements must be satisfied.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE FOR CERTAIN  
POSITIONS IN THE PROBATION AND PRETRIAL SERVICES SYSTEM

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal defendants 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 to operate a firearm, and use of self-defense tactics. On a daily basis, 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.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal-sized print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a satisfactory prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement office 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 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.