



**EASTERN DISTRICT OF WASHINGTON
U.S. PROBATION/PRETRIAL SERVICES OFFICE**

**POSITION VACANCY ANNOUNCEMENT
WAEP 2012-05**

U.S. PROBATION/PRETRIAL SERVICES OFFICER ASSISTANT

OPENING DATE: March 9, 2012
CLOSING DATE: March 31, 2012
VACANCY LOCATION: Spokane, WA
SALARY RANGE: \$39,522 to \$63,290 (CL 25)

The U.S. Probation/Pretrial Services Office is seeking a qualified self-motivated individual with excellent interpersonal skills and a strong work ethic to join the U.S. Probation staff in serving the U.S. Courts for the Eastern District of Washington.

The Eastern District of Washington encompasses 20 counties and covers approximately 55,000 square miles. The U.S. Probation/Pretrial Services Office has its headquarters in Spokane, with branch offices located in Yakima and Richland. The district houses active, senior, and magistrate Judicial officers.

The U.S. probation officer assistant (POA) serves in a Federal law enforcement position, under the direction and guidance of a supervising U.S. probation officer. The incumbent provides technical support and assistance to probation/pretrial services officers in a wide range of areas, including assisting with compiling information for investigations; assisting with supervision of defendants and/or offenders; preparing and drafting reports and correspondence; and related duties. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. Limited travel is required.

Representative Duties

- ◆ Supervises select low-risk caseloads of defendants and/or offenders, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and detailed chronological records of activity on pretrial and post supervision cases. This includes investigating employment, sources of income, lifestyle, and associates, to assess risk and compliance.
- ◆ Reports defendant's/offender's substance abuse, mental health, domestic violence, and similar problems to supervising officer so that necessary treatment or violation proceedings can be addressed with the Court. Observes and reports to supervising officer on the lifestyle, personal problems, and needs of defendants/offenders.
- ◆ Conducts collateral investigations and prepares responses. Assists officers with investigations for prerelease/furlough, presentences, and pretrial services reports; which may include placing telephone calls, making home/office contacts and community/field contacts, and compiling information, as well as maintaining files and case records.
- ◆ Conducts records checks and runs credit histories on various automated systems. Retrieves criminal history and related documents from other agencies.
- ◆ Collects and conducts urine screens on defendants/offenders of the same gender and maintains chain of custody records.
- ◆ May perform chemical analysis for detection of controlled substances following established policy and procedures, and maintains records of test results.
- ◆ Responds to judicial officers' requests for information and testifies in court proceedings, as necessary.
- ◆ Communicates with local, state, and national law enforcement and regulatory agencies, to collect and record information.
- ◆ Complies with established training and safety standards and participates in appropriate training programs.
- ◆ Performs other duties as assigned.

Qualifications and Experience

Minimum Education/Experience: To qualify, an applicant must be a high school graduate or equivalent and have at least one year of specialized experience equivalent to CL-24 in a related field. Specialized experience includes progressively responsible clerical experience requiring the regular and recurring application of procedures involving computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Strongly Preferred Qualifications: At least two years of specialized experience in a related field, and a bachelor's degree in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. General knowledge of the criminal justice system and the role and function of the U.S. probation officer. General knowledge of the practices and procedures used in probation/pretrial services, and relationships among the U.S. Courts, U.S. Parole Commission, Federal Bureau of Prisons, U.S. Attorney's Office, Federal Defender's Office, and other organizations. Excellent computer knowledge, with experience in the Windows operating environment and WordPerfect knowledge, with ability to type a high volume of material accurately. Knowledge of automated systems used for conducting background checks. Excellent oral and written communication ability with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously. Detail oriented with strong organizational skills. Dependable with commitment to regular attendance and the ability to work beyond traditional office hours, as needed. Travel, and possession of a valid driver's license, is required.

Maximum Entry Age and Physical Requirements

U.S. probation officer assistants participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). The incumbent is subject to mandatory retirement at age 57 with 20 years of Federal law enforcement service.

First-time appointees to positions covered under the law enforcement officer 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 Federal Employees' Retirement System and who have had 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.

The duties of probation and pretrial services officers and probation officer assistants require 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 offenders, these duties require moderate to arduous physical exercise, including self-defense tactics. On a daily basis, U.S. probation officers and officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected and/or convicted of committing Federal offenses.

Because officers and officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers and officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and have 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. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disease, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. Medical guidelines for probation officer assistants are available for review at <http://www.uscourts.gov>.

Benefits

U.S. Probation employees work under the direction of the United States Courts and are part of the Judicial branch of government. Benefits include:

Accrual of annual and sick leave; ten paid Federal holidays per year; subsidized medical coverage with pre-tax employee premiums and flexible benefit programs for health care, dependent care, and commuter/parking expenses; optional enrollment in group life insurance, long-term disability insurance, and long-term care coverage; participation in the Thrift Savings Plan (similar to a 401K plan) with employer matching contributions; retirement annuity with mandatory retirement at the age of 57 for law enforcement positions. Creditable time in service in other Federal agencies, or the military, will be taken into consideration when computing employee benefits.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The final candidate will undergo fingerprinting, a law enforcement records check and a financial credit check. Prior to appointment, the selectee considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally pending a favorable suitability determination by the Court.

Additionally, as conditions of employment, the incumbent will be subject to random drug screening and background re-investigations every 5 years. Employees of the U.S. Probation/Pretrial Services Office are required to adhere to the Code of Conduct for Judicial Employees.

Direct deposit is required for salary payment for Judiciary employees. Employees of the U.S. Probation/Pretrial Services Office are covered by the Court Personnel System and are "at will" excepted service appointments and can be terminated with or without cause.

Application Process

Qualified applicants should submit the following information in an envelope marked "Confidential" by the closing date:

1. Cover letter of interest, to include current salary, relevant education, experience, skills and abilities;
2. Reference list with contact phone numbers;
3. AO 78, Application for Judicial Branch Federal Employment, www.waed.uscourts.gov or www.uscourts.gov
4. Copy of "unofficial" college transcript, if applicable;
5. Copy of most recent performance evaluation.

All requested documents must be timely submitted in order to be considered for this position. If a document is unavailable, an explanation must be addressed in the cover letter. To insure consideration, application materials must be postmarked by March 31, 2012, and mailed to:

U.S. PROBATION/PRETRIAL SERVICES OFFICE
ATT: HUMAN RESOURCES
P.O. BOX 306
SPOKANE, WA 99210-0306

This vacancy announcement and AO-78 application form may be found at: www.waed.uscourts.gov under the Employment page. For additional inquiry, please contact Nancy Wideman, HR Specialist, at (509) 742-6317.

(The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants)

