

**UNITED STATES PROBATION OFFICE  
SOUTHERN DISTRICT OF ALABAMA**

**VACANCY ANNOUNCEMENT # 12-03  
TRANSFER OPPORTUNITY**

- POSITION:** U. S. Probation Officer
- LOCATION:** Divisional Office – Selma, Alabama
- STARTING SALARY:** Based on current salary grade/step  
To be considered a lateral transfer
- OPENING:** March 21, 2012
- CLOSING DATE:** April 6, 2012, or until filled.

The United States Probation Office for the Southern District of Alabama has an opening for a full-time U.S. Probation Officer in our Divisional Office, Selma, Alabama, for **current** federal probation/pretrial services officers who wish to transfer. Incumbent will report directly to a Supervisory U.S. Probation Officer.

**REPRESENTATIVE DUTIES:**

- Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risks and needs. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Possess a working knowledge of and have a vested interest in outcome-driven, evidence-based practices.
- Collect and conduct urinalysis tests of offenders/defendants following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource for the Court. Maintain detailed written records of case activity. May conduct surveillance and/or plain view seizure at the direction of the Court.
- Conduct investigations and prepare reports for Court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedure, and may include U.S. Sentencing Guidelines, Monograph, and relevant case law.
- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assess offenders'/defendants' level of risk and needs, and develop a blend of strategies for controlling and correcting risks.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prison, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement

appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

- Comply with established training and safety standards for carrying of firearms, upon approval of the Chief U. S. Probation Officer.
- Possess knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements, and consistently demonstrate sound ethics and judgment.
- Participate in and contribute to on-going training programs.
- Perform other duties as the Court may require.

## **QUALIFICATIONS:**

A successful candidate must be a **current** Federal Probation/Pretrial Services Officer in good standing. This includes consistent high quality past job experience/performance and an attendance record that indicates reliability. The incumbent must also demonstrate effective verbal and written communication skills; be of outstanding character; and be mature, responsible, organized, and meticulous. The candidate must also possess the ability to complete multiple projects simultaneously with limited supervision, work under pressure, and to learn diverse procedures and criminal rules.

## **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, determines an officer is unable to perform the essential job functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on the officer may be examined.

## **APPLICATION PROCESS:**

Interested and qualified applicants must submit a cover letter of interest which explains why you chose to pursue a career as a U. S. Probation Officer; why you are interested in transferring to Selma/Mobile, Alabama; and what knowledge, skills and abilities you will bring to the position to benefit the Court and the Probation Office for the Southern District of Alabama, along with a résumé, an AO 78, and the two most recent performance evaluations.

To ensure consideration, all materials should be emailed to:

[becky\\_drake@alsp.uscourts.gov](mailto:becky_drake@alsp.uscourts.gov)

or mailed to:

G. Kenneth Coale, Chief Probation Officer  
Attn: Personnel Specialist – Confidential  
Vacancy Announcement 12-03-USPO  
United States Probation Office  
201 St. Michael Street, 2<sup>nd</sup> Floor  
Mobile, AL 36602

Emailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted. Selected applicants will be contacted for an interview. The Court is not authorized to reimburse travel expenses in connection with an interview, nor pay relocation expenses. The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If subsequent vacancies of the same position become available within a reasonable time of the original announcement, the Chief U. S. Probation Officer may elect to select additional candidates from the original qualified applicant pool.

For questions applicants may call Chief Ken Coale at 251/441-6753, or Becky Drake, Personnel Specialist, at 251/441-6759.

**AN EQUAL OPPORTUNITY EMPLOYER**