

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

FELIX S. MATA
Chief Probation Officer

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VACANCY ANNOUNCEMENT No. 2012-05

Position Title:	UNITED STATES PROBATION OFFICER
Number of Vacancies:	More than one position may be filled.
Salary:	\$56,168/year* (Classification Level CL25/Step 25) *Salary noted above includes 12.25% Honolulu, Hawaii Cost of Living Adjustment (COLA) [2012 Pay Table N6]. Promotional potential to CL27 and CL28 at the discretion of the Chief U.S. Probation Officer without further competition. Salary matching will not be considered.
Position Location:	UNITED STATES PROBATION OFFICE Honolulu, Hawaii
Term of Employment:	Permanent, full-time position, subject to need and available funding.
Closing Date:	Position open until filled. Applications received by March 19, 2012 will be given priority consideration.

DEFINITION

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

Representative Duties:

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.

- Conduct investigations and prepare reports for the 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 Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law. Tracks legal developments and updates staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income,

lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings through assessment, monitoring, and counseling.

- Schedule and conduct drug use detection tests and DNA collection 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 officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze 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 develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, 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. Discuss violations with Supervising Probation Officer. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Perform duties, as required, during the evenings and on weekends to supervise offenders. May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Travel, as necessary, (minimum once a month) to supervise offenders residing on the neighboring islands.
- All other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of the roles and function of federal probation, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of automated/intranet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).

- Knowledge of investigative techniques used in conducting offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedures* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants and in performing risk assessment and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in conducting legal research related to varied complex and difficult legal issues related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to discern deception and act accordingly.
- Ability to organize and prioritize work schedule, and work with little or no supervision. Ability to exercise discretion and to work under pressure of short deadlines.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Able to consistently demonstrate sound ethics and judgment.
- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.
- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a field such as criminal justice, criminology, psychology, sociology, human relations, or 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 with not less than two years specialized experience gained after completion of a bachelor's degree. Completion of an advanced degree from an accredited university is preferred. Specialized experience is defined as progressively responsible experience in such fields as probation, pretrial services, parole, law, corrections, counseling, criminal investigations, or work in addiction treatment. Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable.

EDUCATIONAL SUBSTITUTION: Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position equates to one year of specialized experience. Completion of a Master's Degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

PHYSICAL REQUIREMENTS: The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who may 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 for officer safety and use of self-defense tactics. On a daily basis, 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 and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. 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. In addition, as conditions of employment, 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. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and probation officer assistants are available for public review at <http://www.uscourts.gov/>.

TRAINING REQUIREMENTS: During their first year of duty, probation officers receive extensive local training and must also successfully complete a six-week national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina.

MAXIMUM ENTRY AGE: United States Probation Officers are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement/separation provisions require mandatory separation once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37th birthday at the time of appointment.** Applicants 37 or over who have previous federal 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 federal law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

DESIRABLE PERSONAL CHARACTERISTICS: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis.

Successful candidates must:

- Be flexible and conscientious about detail and accuracy.
- Be able to balance the demands of varying workload responsibilities and deadlines.
- Have excellent analytical, writing and verbal communication skills.
- Have excellent computer skills, in particular, word processing.
- Have the ability to exercise initiative in handling assignments; to perform thorough investigations; to analyze and evaluate varied information from multiple sources and form conclusions; and to write clear, concise, grammatically correct reports while meeting strict deadlines.
- Possess unquestioned integrity, maturity in judgment and trust.

- Have a demonstrated ability to meet people, inspire confidence, and secure cooperation and teamwork.

***SALARY:** This position is graded under the Court Personnel System. At the CL-27 level, applicant must have at least one year equivalent to work at the CL-25 level and broad knowledge of the criminal justice system, good knowledge of investigative and supervision techniques, and one year qualifying experience specifically in probation, parole, pretrial services or criminal investigations work in addition to the two years specialized experience required at the CL-25 level. At the CL-28 level, one year of the specialized experience must have been as a CL-27 U.S. Probation/Pretrial Services Officer with thorough knowledge of U.S. Sentencing Guidelines/applicable case law and federal probation/parole legal requirements, policies and procedures.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, i.e., CL-25 = GS-9. The target grade for this position is CL-28 = GS-12.

BENEFITS: The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT: Applicants must be citizens of the United States of America or be eligible to work in the United States. Candidates selected for interviews will be required to participate in appropriate testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) before an offer of employment is made. Prior to appointment and as a condition of employment, **applicants considered for this position must undergo and successfully complete a full field ten-year background investigation and pre-employment medical examination and drug screening.** In addition, the incumbent will be subject to random drug screening throughout employment and updated background investigations similar to the initial investigation every five years.

TO APPLY: Qualified applicants must submit an **ORIGINAL and SIX (6) COPIES** [total of seven copies] of all the following documents:

- 1) Cover letter which addresses qualifications, skills, and relevant experience necessary for the position - see section on *Required Competencies (Knowledge, Skills & Abilities)*;
- 2) Supplemental Statement. The supplemental statement must address the following Knowledge, Skills, and Abilities (KSA). No more than one page per KSA will be accepted.
 - a) Knowledge, skill, and ability in understanding and implementing Charter for Excellence principles such as: honesty, responsibility, accountability, and fairness.
 - b) Ability to understand, interpret, and follow policies and procedures while working as a team with other officers, support staff and supervisors.

- c) Knowledge, skill, and ability to maintain a stressful workload while exhibiting maturity of judgment, superior organizational skills, unquestioned integrity, discretion, and tact.
- 3) Judicial Branch Federal Employment (AO-78) application (available from the U.S. Probation Office or from the Hawaii U.S. District Court web site www.hid.uscourts.gov under FORMS and "Miscellaneous")
- 4) **All "official" bachelor's/master's degree college transcripts** (original transcripts not required); transcripts submitted must indicate dates of graduation, degrees awarded, and grade point averages. "Unofficial" transcripts will NOT be considered. If you order transcripts to be sent directly to the U.S. Probation Office, please so state in your cover letter. Non-receipt of official transcripts will disqualify applicant from further consideration.
- 5) Two most recent performance evaluations.
- 6) References - Optional.

You must submit **ALL** documents to be considered for this opportunity; incomplete application packets will not be considered. **Non-submission of the required cover letter, supplemental statement, application form, college transcripts, two recent performance evaluations or an incomplete application packet will disqualify applicant from further consideration.** NO EMAILS OR FAXES WILL BE ACCEPTED. Mail application packet to:

U.S. Probation Officer - Confidential
U.S. PROBATION OFFICE
Attention: Human Resources
300 Ala Moana Boulevard, Room 2300
Honolulu, Hawaii 96850
Telephone 808-541-1287

The AO-78 Judicial Branch Federal Employment Application form is available from the U.S. Probation Office or from the Hawaii U.S. District Court web site at www.hid.uscourts.gov under FORMS and "Miscellaneous."

Due to the volume of applications, **the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.**

Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER