



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE Northern District of Iowa

POSITION(S)

U.S. Probation/Pretrial Services Officer(s)

Announcement No. 12-2;
More than one position could be hired from this posting.

LOCATION

Vacancies posted for:
**Cedar Rapids, Iowa; and
Sioux City Iowa**

STARTING SALARY

CL-25/1=\$39,522
CL-25/14= \$44,672
CL-27/7= \$48,798
CL-27/14= \$52,146

Starting salaries depend on education and experience. At the discretion of the Chief U.S. Probation Officer, and based on experience and performance, promotional potential is possible within these ranges without further competition. The starting salary ranges listed here pertains to applicants that would be new Federal Judiciary Law Enforcement appointments.

OPENING DATE

3/13/2012

CLOSING DATE

3/31/2012 or until filled

POSITION OVERVIEW& REPRESENTATIVE DUTIES

The United States Probation Office, Northern District of Iowa, is accepting applications for United States Probation Officer(s) in the Cedar Rapids and Sioux City Probation Office. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a U.S. Probation Officer within any unit and do not reflect all duties performed by positions covered by this classification.

Representative Duties:

- Conducts pretrial investigations to include background information and prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of their impending offense. Gathers comprehensive, factual information and verifies with collateral resources. Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.
- Conducts presentence investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports require interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting collateral sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Following disclosure of the presentence report to the parties analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and /or presenting unresolved issues to the court for resolution. Presents presentence report and sentencing recommendations to the court.

Representative Duties Continued:

- Supervises defendants/offenders to provoke positive lifestyle changes and to maximize compliance to court imposed conditions, reduce risk to the community, and to provide correctional treatment. Assesses risk, develops objectives and strategies for controlling risk, and address identified needs. Utilizes evidence-based practices into daily activities and interactions involving offenders. Maintains personal contact with offenders by way of both office based visits and home/community contacts which could take place in unsafe neighborhoods or environments where illegal activities and violence could occur. Investigates employment, sources of income, lifestyle and associates to assess risk, needs, and compliance. Responsible for detection of substance abuse through defendant/offender assessment and implements the necessary treatment referrals and/or violation proceedings. Detects and investigates any violations of supervision and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the court and appropriate authorities.
- All officers initiate contact with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, offender/defendant families, community partners, public safety/law enforcement officials, treatment providers, victims, and attorneys concerning defendants/offenders' behavior, history, and/ or conditions of supervision.
- Officers prepare an array of reports, which may include application of U.S. Sentencing Commission guidelines; and responds to judicial officers' request for information. Offers may testify in court as to the basis of factual findings, case information, and guideline applications and may serve as resource to the court to facilitate proper imposition of sentence.
- Officers are required to maintain a detailed written record of case activity.
- U.S. Probation officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, is required. 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.
- Performs related duties and all other duties as assigned.

QUALIFICATIONS

Minimum Skills and 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 provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position;
- Excellent professional references and computer abilities;
- A driver's license is required to conduct field work;
- The successful applicant must be mature, responsible, organized, and demonstrate sound ethics and judgment. Must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds;
- Must be able to work well under pressure and meet deadlines;
- Must have the ability to interact and communicate effectively, both orally and in writing.

Preferred Skills and Qualifications:

- Completion of an advanced degree from an accredited university is preferred;
- Additional preferred skills include: fluency in a foreign language; proficiency in Word Perfect 12, Microsoft Word; licensure or certification in a behavioral science (LMSW, CADDC, LPC, etc.).

Specialized Experience:

A minimum of one (1) year of specialized experience is necessary to qualify at the CL25 level. Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment qualify. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable for this position.

Educational Substitutions:

Completion of a bachelor's degree and one of the following requirements may be substituted for one year of specialized experience:

- An overall "B" grade point average
- Standing in the upper third of the class.
- A "B+" (3.5) average or better in the major field of study, such as business or public administration, Personnel management, industrial relations, or psychology.
- 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 (1) academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

OTHER CONDITIONS OF EMPLOYMENT

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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 age 37 or over who have previous law enforcement officer experience under 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a drug screening and medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. This could take several weeks. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants may be obtained at www.uscourts.gov website under the Federal Courts section.

Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determined by the court. A full background investigation will be completed by the Office of Personnel Management (OPM) once the incumbent has entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature or disqualifying actionable issues, suitability will be reconsidered by the Chief District Judge and the Chief U.S. Probation Officer and continued employment as a U.S. Probation Officer could be terminated.

Employees 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 also subject to subsequent fitness-for-duty evaluations.

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 provided to each employee. Fully appointed U.S. 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 entry on duty, the selectee shall 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 employees work performance, attendance, attitude, and compliance with office policies. Upon discretion of the Chief U.S. Probation Officer, and taking into consideration the employee's work experience, performance, and acclamation to their assigned tasks, the probationary period could be removed prior to one year. Once the selectee has successfully completed the probationary period, the provisional status will likely be removed.

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.

The duties of U.S. Probation Officers require 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 could require moderate to arduous physical exercise, including prolonged period of walking and standing, physical dexterity and coordination necessary for officer safety and use of self defense tactics. On a daily basis, officers may 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 arduous physical exertion, applicants must be physically capable of effectively performing these duties and are subject to fitness for duty examinations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

Applicants must be citizens of the United States or be eligible to work in the United States.

This position is subject to mandatory electronic direct deposit of salary payment.

The Probation Office provides reasonable accommodations to applicants with disabilities.

HOW TO APPLY

To be assured consideration for this position all required documents must be included in your application.

1. Letter of application that describes their interest in pursuing this position and how their experience relates to the stated duties, responsibilities, and skills and abilities of this position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment. The application can be accessed <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references (with phone numbers); and
4. Copies (Unofficial) of college transcript. Transcripts must include grade point average.
5. Copies of two most recent performance based evaluations

Documents should be emailed in PDF format to: hr@ianp.uscourts.gov

**If you have questions, please contact:
Jackie Dennis, Human Resource Specialist, at (319) 286-2375**

Please note:

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.

The United States Courts is an Equal Employment Opportunity employer.