UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
Western District of Arkansas

NOTICE OF VACANCY

ANNOUNCEMENT NUMBER:	**12-USPO-04**
LOCATION OF POSITION:	**Texarkana, Arkansas**
POSITION TITLE:	**United States Probation Officer (Provisional)** **Full-Time Permanent**
STARTING SALARY:	**CL-25 ($39,522 - $63,290 annually) DOE** **Interval promotion potential to CL28 without further competition**
OPENING DATE:	**Friday, March 9, 2012**
CLOSING DATE:	**Friday, March 30, 2012 5:00 PM CST**
STARTING DATE:	**TBD**

POSITION OVERVIEW

The United States Probation & Pretrial Services Office for the Western District of Arkansas is accepting applications for the position of United States Probation Officer. The U.S. Probation Officer performs duties that involve general pretrial/probation cases under the guidance of a Supervising Officer.

- Conduct investigations and prepare reports for the court with recommendations. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies and procedures, statutes, Federal Rules of Criminal Procedures, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- 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 refer to appropriate specialist.
- 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 officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, if warranted. Maintain detailed written records of case activity.
- 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.
- Review and resolve disputed issues involving defendants/offenders and present 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.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Assist offenders/defendants toward integration into the job market.
- Communicate with other organizations and personnel (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. Discuss violations with Supervisory Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Conduct Parole Commission preliminary interviews.

REQUIRED EDUCATION

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, is required for all probation or pretrial services officer positions.

REQUIRED EXPERIENCE

One year of 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. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

OR

Completion of the requirements for a bachelor's degree from an accredited college or university **AND** one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
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.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the roles and functions of the federal probation/pretrial offices. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Services, Bureau of Prisons, and U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. General knowledge of federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e., National Crime Information Center). Knowledge of investigative and supervision techniques, including familiarity with resources available to verify offenders'/defendants' information. Knowledge of available OPPS defendant and offender workforce development resources.
- Skill in reviewing and summarizing legal concepts and issues. Skill in reasoning and critical thinking. Skill in relating to other people. Ability to evaluate case information and offender/defendant circumstances. Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes. Ability to follow safety procedures. Ability to organize, prioritize work schedules, work with limited supervision, and exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and gather information.
- Skill in the use of personal computers and automated equipment/systems including mobile devices, word processing, spreadsheets, and database applications, and various other types of software.
- Ability to perform record checks, record urinalysis results, compile criminal history information, and similar activities subsequent to instructions.

MEDICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of probation officers require the investigation and management of convicted criminal 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 convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate or arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and 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 disorders, 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.

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 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

MEDICAL EXAMINATION, BACKGROUND INVESTIGATION, AND DRUG SCREENING

Prior to appointment, the selectee considered for this position is required to undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the incumbent may then be provisionally appointed, pending a suitability determination by the court. At such time the incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent on successful completion of the OPM investigation. In addition, as condition of employment, the 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 and drug screening.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at http://www.uscourts.gov/.

BENEFITS

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program (FEGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCEDURES:
Interested candidates should submit complete applicant's packet which includes: a letter of interest, a current/detailed resume, three references, AND a completed Application for Judicial Branch Federal Employment Form AO-78, which can be found at http://www.arwp.uscourts.gov/index.php/employment. Applicant's packets must be received by the closing date to be considered. To ensure timely delivery, email is preferred. **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN THE SUBJECT.** Applicant's packets will not be considered complete until ALL of the items listed above have been received by Human Resources.

Email your complete applicant's packet to hr@arwp.uscourts.gov. Send only in PDF, WordPerfect, or Microsoft Word format.

Only candidates who are selected for interviews and testing will receive a written response regarding their application.

ADDITIONAL INFORMATION:
This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

Those selected for an interview will be contacted by phone. Applicants who are not selected for an interview will be contacted by email or letter. Candidates progressing beyond the initial interview phase may be tested for eligibility. Persons selected for interviews will be required to travel to the designated location at their own expense.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's competitive service. This position is considered an at-will position.