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UNITED STATES PROBATION OFFICE  
Texas Northern

POSITION TITLE:	<b>United States Probation Officer Court Services (2 Positions)</b>
ANNOUNCEMENT #:	<b>P12-03</b>
LOCATION:	<b>Dallas/Ft. Worth Metroplex</b>
OPEN DATE:	<b>June 8, 2012</b>
CLOSING DATE:	<b>June 26, 2012</b>
STARTING SALARY:	<b>\$48,547 - \$55,120 (CL-27) Promotion potential to CL-28 *Depending on skills and experience</b>

### POSITION OVERVIEW

The U.S. Probation Office for the Northern District of Texas has two openings in the Dallas/Ft. Worth Metroplex for a U.S. Probation Officer. These positions will work in a court services unit.

The duties of court services unit officers include but are not limited to:

- Conducting presentence investigations
- Assessing the offender's living conditions and background
- Making sentencing recommendations under the federal sentencing guidelines
- Addressing the offense's impact on the victim and the offender's ability to pay fines and restitution
- Recommending release conditions for the court to impose to help structure the offender's movement and behavior in the community. Release conditions are tailored to the individual
- Conducting interviews for and preparation of bond reports

Court services officers have frequent contact with federal public defenders, defense attorneys, U.S. Assistant Attorneys, and U.S. District Judges. The ideal candidate will possess excellent writing and analytical skills, and have a good understanding of the criminal justice field.

Texas Northern has offices in Dallas (Headquarters), Abilene, Amarillo, Arlington, Benbrook, Fort Worth, Lubbock, San Angelo, Westmoreland Park, and Wichita Falls covering a 100-county area.

### CLASSIFICATION REQUIREMENTS

Professional line positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge in a professional field at a level that requires specific academic preparation as a minimum for performance in the field

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.

In addition to meeting education requirements, applicants must also have specialized experience. To qualify for a CL 27 probation officer position, the applicant must have at least two years of specialized experience, including

at least one year equivalent work at the CL-25. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree will substitute for the two years of specialized experience.

“Specialized Experience” is defined as: 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.

#### **MINIMUM POSITION REQUIREMENTS**

- Skill in conducting legal research related to varied complex and difficult legal issues
- Skill in analyzing and summarizing legal concepts and issues.
- Skill in legal reasoning and critical thinking.
- Ability to follow safety procedures.
- Ability to compile and summarize information within established time-frames.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion.
- Ability to work under pressure of short deadlines.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds
- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software.

A Juris Doctor degree is preferred.

#### **HAZARDOUS DUTY REQUIREMENTS**

Prior to appointment, the selectee considered for this position will undergo a medical examination, initial background investigation, and drug screening. Upon successful completion of the initial background investigation, medical examination, drug screening, and 10-year background investigation; the selectee may be appointed. In addition, as conditions 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.

The duties of probation and pretrial services officers and 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 prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these 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 or convicted of committing Federal offenses.

Officers are covered by the special retirement provisions of the Hazardous Duty Act for law enforcement officers. Retirement is mandatory at age 57 with at least 20 years of hazardous duty experience, which requires all officers to be appointed before reaching age 37.

The incumbent will be required to train for six weeks at the Federal Law Enforcement Training Center located in Charleston, South Carolina.

For more information please visit: <http://www.uscourts.gov/fedprob/introduction.htm>



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**BENEFITS**

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage, long term disability coverage, optional vision, optional dental; annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

**HOW TO APPLY**

Applicants who meet the classification, minimum qualifications, age, and physical fitness requirements should submit a resume (two page limit) of their professional experience and educational background along with a cover letter.

United States Probation  
Human Resources - #P12-03  
Attn: Human Resources Manager  
E-mail: [human\\_resources@txnp.uscourts.gov](mailto:human_resources@txnp.uscourts.gov)

***Due to the anticipated volume of resumes, only those under consideration will be contacted.  
Do not submit your resume multiple times; you will receive an automated reply  
Do not submit an application at this time***

**DISCLOSURES**

- U.S. Probation reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus, drug test, and medical examination.
- As a condition of employment, the incumbent must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation.
- Applicants may be subject to a writing skills test.