



PROBATION OFFICE

United States District Court

EMPLOYMENT OPPORTUNITY

PLEASE POST

Position Title: UNITED STATES PROBATION OFFICER

Location: Bend, Oregon

Opening Date: June 18, 2012

Closing Date: July 6, 2012

Position: #12-07

Position will be permanent, full-time

Salary Range: Court Personnel System - Classification Level CL 27 - Table 01 (\$45,928-\$74,628). Step placement dependant upon experience, qualifications, and funding availability.

Promotion potential to CL 28 - Table 01 (\$55,027 - \$89,481) without further competition. Salary matching will not be considered.

Introduction

The U. S. Probation Office for the District of Oregon is presently seeking applicants for a probation officer position in Bend. Duties assigned will vary according to workload requirements. Position may involve assignment as a presentence writer, supervision caseload officer, or a combination of both.

Representative Duties:

- 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, statues, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, monographs, and relevant case law. Track legal developments, and update 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 of 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 in some districts 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 offender'/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. 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 officer. Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Physical Requirements and Maximum Entry Age

The duties of probation officers 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 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 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. 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. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, 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 hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First-time appointees to positions covered under the 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 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.

Required Education/Experience

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, business, or public relations which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. A minimum of two years of specialized experience in a community corrections or a corrections-related position is required.

Specialized Experience: 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.

Educational Substitutions: 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.

Benefits

The U.S. District Court is part of the Judicial Branch of the United States government and its staff governed by the Court Personnel System. Employees earn sick and annual leave, and can elect health and life insurance benefits; tax-deferred retirement savings plan, and may apply for long-term care, long-term disability insurance, and participate in a flexible benefit program. Employees are covered by the Federal Employees Retirement System. Neither OPM nor civil service regulations apply to court appointments. Time in service with other federal agencies and prior military service will be taken into consideration when computing leave accrual and retirement benefits. Employees are required to use the Electronic Fund Transfer (ET) for payroll deposit.

Application Process

Qualified applicants should submit a resume, most recent work performance evaluation, reference list, and "unofficial" university transcripts by the closing date to:

Human Resources Department
U.S. Probation Office
340 United States Courthouse
1000 S.W. Third Avenue
Portland, OR 97204-2902.

U.S. Probation 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.

Prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening, and must successfully complete a ten-year background investigation. 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. Applicants must be U.S. Citizens or eligible to work in the United States.

The U.S. Probation Office Is
An Equal Opportunity Employer