

**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF TENNESSEE**

VACANCY ANNOUNCEMENT

**U.S. PROBATION OFFICER
Greeneville and/or Knoxville, Tennessee**

POSITION ANNOUNCEMENT NO. 13-01

Court Personnel System Classification Level: CL 25, 27, 28

Salary Range: \$39,522 to \$89,481

Starting classification level and salary dependent upon experience and qualifications

Promotion potential up to CL 28 without further recruitment

Open to All Sources, Including Transfers Within the Judiciary

Open Date: August 30, 2012

Closing Date: Until Filled

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

Position(s) will be filled as permitted by current and future budgetary constraints.

The United States Probation Office for the Eastern District of Tennessee is a combined district and officers are responsible for all pretrial, presentence, and post-conviction functions. The District is comprised of offices located in Chattanooga, Greeneville, and Knoxville. This position(s) will be located in the Greeneville and/or Knoxville office. More than one position may be filled from this announcement without further advertising.

The incumbent will perform investigation and/or supervision functions.

Investigative Representative Duties

Gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family, and others. Law enforcement automated criminal records systems are used to obtain and verify information. Drug testing is performed and referrals are made for substance abuse and/or mental health assessments. Evaluates information and prepares a report to the judge prior to the initial hearing. Assesses flight risk and danger to the community, and recommends bail and/or release, or detention of the defendant.

Conducts investigations and prepares reports for the Court, with recommendations for sentencing individuals convicted of federal offenses. Interviews defendants and their families. Investigates the offense, prior record, and financial status of defendant. Contacts law enforcement agencies, attorneys, victim(s) of the crime(s), and others as required for the accurate preparation and presentation of presentence reports. Ability to ascertain the defendant's background, assess the probability of future criminal behavior, and determine profit from the offense, restitution, and the defendant's ability to pay fines and costs of prosecution, incarceration, and/or cost of supervision. Interprets and applies U.S. Sentencing Commission guidelines and relevant case law.

Follows disclosure rules of the presentence report to involved parties, analyzes objections, and determines appropriate course of action. Resolves disputed issues and/or presents unresolved issues to the Court for resolution.

Submits presentence reports and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as a resource to the Court to facilitate proper imposition of sentence.

Maintains personal contact with defendants through office and community visits, and by telephone, when pertinent to the preparation of the presentence report. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Responsible for detection of substance abuse. Through assessment and counseling, refers the defendant for necessary treatment.

Recommends psychiatric examinations in cases where a mental condition appears to be a factor in sentencing.

Coordinates with other offices and agencies in making investigations. Performs additional related services as requested.

Complies with established training and safety standards for carrying of firearms if authorized by the Court.

Supervision Representative Duties

Supervises defendants that are released on pretrial supervision, probation, parole, or supervised release. Maintains personal contact with offenders through community visits, office contact and telephone conversations. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Responsible for detection of substance abuse through assessment and counseling. Implements necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment, and training. Ensures the defendant takes required drug tests. Supervision intervention conducted with the defendant is to modify behavior to reduce potential for revocation. Assists those needing medical help, food, and shelter. Offers assistance by referring defendants to the appropriate agencies. Coordinates and monitors defendant's contact with community resources.

Notifies the Court and the U.S. Attorney of any violations. Prepares petitions and/or reports recommending revocation or modification of conditions of release. Attends court hearings (initial, detention or violations) to provide additional information. Keeps aware of case status and requirements. Testifies when necessary to support violation reports. Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interview hearings on alleged parole violators for the U.S. Parole Commission. Determines if there is probable cause for the alleged violations and submits findings and recommendations to the U.S. Parole Commission. Performs similar functions for military authorities.

Monitors and manages offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Supervision of offenders often requires travel to remote, rural areas and/or to inner-city neighborhoods. Implements supervision plans, provides individual or group counseling and makes referrals to other social services or mental health agencies. Develops community services and maintains regular contact with offenders to ensure progress.

Evaluates progress toward attainment of supervision objectives and makes periodic modification in supervision plans to meet new or continuing needs. Submits recommendations for termination of supervision to the Court and U.S. Parole Commission when appropriate.

Investigates furlough plans for the U.S. Bureau of Prisons and supervises inmates released on furlough status.

Responsible for maintenance of case records detailing offender activity as required by statute, the Court, Administrative Office, and the Chief U.S. Probation Officer documenting significant behavior of offenders, events and officer/offender interaction.

Cooperates with other federal probation officers and units in conducting investigations, collateral requests, supervising persons visiting or being transferred to the district and any other additional related services as requested by other units.

Keeps informed of new developments and techniques in the correctional field and, where advisable and appropriate, applies these to his or her work.

Complies with established training and safety standards for carrying of firearms if authorized by the Court.

Qualification Requirements

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.

For appointment at the CL25 level, the incumbent must possess 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, custody, or security officer other than any criminal investigative experience is not creditable.) For appointment at the CL27 level, two years progressively responsible experience is required, including at least one year equal to the CL25 level. For appointment at the CL28 level, three years progressively responsible experience is required, including at least one year equivalent to the CL27 level.

Educational Substitutions

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
2. Standing in the upper third of class;
3. A "B+" (3.5) average or better in the major field of study; or
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.

Important:

1. If an educational substitution applies, it is critical to include grade point average, class standing, etc., on the résumé or on the Application for Judicial Employment (form AO 78, described later in this posting).
2. Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

Physical Requirements and Maximum Entry Age

The duties of Probation /Pretrial Services Officers require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these individuals, the 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, 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 and officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers and officer assistants 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.

There is no maximum age limitation of any type for federal employment within the judiciary **except for probation and pretrial services officers and assistants** covered under law enforcement retirement, as defined in Title 5, United States Code, Chapters 83 and 84. Law enforcement retirement provisions have a required mandatory retirement age of 57, with 20 years of service, due to the physical requirements of the position. **Therefore, first-time appointees to positions covered under this retirement provision 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 federal 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

SPECIAL REQUIREMENTS FOR PROBATION OFFICERS

First time appointees to the position of U.S. Probation/Pretrial Service Officer must undergo an extensive government background investigation. Further, 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 requirement 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 www.uscourts.gov .

! Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.

! This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).

! Applicants must be U.S. Citizens or eligible to work in the United States.

Other Important Information

All newly hired officers are subject to a one year probationary period. During that period, each officer will receive on-the-job training. Each officer will also attend a formal training session for 6 weeks at the Federal Law Enforcement Training Academy (FLETC) in Charleston, SC.

The probation office is not authorized to reimburse candidates for travel or moving expenses.

Due to the volume of applications received, only applicants who are selected to participate in the interview process will be contacted.

If a subsequent vacancy 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 without further advertising. This announcement may result in one or more selectees.

All qualified applicants who have submitted the required application documents before the selection is made will be considered.

Application Procedures

Qualified applicants must provide a cover letter, résumé, an unofficial copy of college transcripts, supplemental statement, and an *Application for Judicial Branch Federal Employment* (form AO 78), which can be found at www.uscourts.gov

Supplemental Statement

The supplemental statement is a document created/written by you expressing your knowledge, skill, and abilities (referred to as KSAs) in response to the list below. The supplemental statement is important in the application process since the responses to each KSA are rated, scored and compared amongst other applicants. Therefore, to receive full consideration, applicants should ensure the supplemental statement addresses all KSAs. Otherwise, an applicant may be considered ineligible for this position. The supplemental statement should not exceed six (6) single-spaced typed pages.

Applicants should respond in writing to the following KSAs. Relevant examples of how the applicant has displayed the KSAs are encouraged.

- KSA 1** **Knowledge, skills and abilities that are relevant to the fields of probation/supervision, pretrial services, corrections, counseling or case management.**
- KSA 2** **Ability to understand and interpret and apply policies, guidelines, case law, etc.**
- KSA 3** **Ability to organize work and meet time lines/deadlines.**
- KSA 4** **Ability to communicate, both orally and in writing (specifically, describe your writing experience).**
- KSA 5** **Ability to work in a professional environment with a variety of individuals (offenders, defendants, clients, judges, attorneys, other law enforcement individuals).**
- KSA 6** **Knowledge and skill in the use of computers (specifically, Word, WordPerfect, Windows).**

It is preferred that application materials be e-mailed in PDF, Word, or WordPerfect format to Belinda_Parker@tnep.uscourts.gov However, if application materials are not e-mailed, please mail to:

**U.S. Probation Office
ATTN: Personnel Specialist (#13-01)
220 West Depot Street, Suite 338
Greeneville, TN 37743**

Benefits:

Employees of the United States Courts are considered “at will” employees and are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- ! Ten paid federal holidays per year.
- ! 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).
- ! Life insurance benefits under the Federal Employees’ Group Life Insurance Program (FEGLI).
- ! Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement.
- ! Supplemental Dental and Vision benefits offered through Federal Employees Vision and Dental Insurance Program (FEDVIP).
- ! Group Long Term Care Insurance through CNA or the Federal Judiciary.
- ! Federal Employees’ Group Long Term Disability Program (FEG LTD).

Equal Opportunity Employer