

**UNITED STATES PROBATION OFFICE  
DISTRICT OF SOUTH CAROLINA**



**NOTICE OF VACANCY**

**2012-DSC-05**

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The United States Probation Office for the District of South Carolina is accepting applications for the position of **UNITED STATES PROBATION OFFICER**. There are seven (7) offices within the District of South Carolina: Columbia (Headquarters), Columbia field office, Beaufort, Charleston, Florence, Greenville and Spartanburg. The District consists of 46 counties and serves 8 US Magistrates and 15 District Court Judges. Assignment of all positions is at the discretion of the Chief United States Probation Officer.

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**Announcement Number:** 2012-DSC-05

**Position Title:** Entry Level United States Probation Officer  
Full-Time Permanent Position

**Location:** Charleston, South Carolina

**Classification:** Court Personnel System (CPS) CL 25

**Salary Range:** Starting Salary, Dependent on qualifications  
CL 25 (\$39,522 - \$63,290)  
(Note: future promotional potential up to the CL 28 without further competition)

**Closing Date:** Applications accepted until September 14, 2012  
Position open until filled

**NOTE:** The Court reserves the right to cancel and/or modify this position announcement, as needed.

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**POSITION OVERVIEW:**

The United States Probation Office for the District of South Carolina is accepting applications for the position of **entry level UNITED STATES PROBATION OFFICER**. This position is located in the Charleston, South Carolina divisional office. The Probation Officer, as an investigative, sentencing and supervision professional, is responsible for providing meaningful assistance to the Federal Court in its deliberations and decisions concerning criminal offenders, and ensuring public safety through the monitoring and supervision of offenders placed under supervision by the U.S. Courts, the U.S. Parole Commission or military authorities.

Successful applicant must be a mature, responsible, poised, organized and meticulous person; must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds. Prior to appointment, the final candidate must undergo a full field background investigation and submit to drug testing as a condition of employment. In addition, the incumbent will be subject to a medical evaluation, random drug screening and updated background investigations every five (5) years.

The District of South Carolina is an evidence-based practices district, and has committed to excellence in the fair administration of justice and to ensuring the safety of the community. As a partner in the national Federal Probation System, we are guided by the Charter for Excellence and the desire to ensure that each member of our team has an opportunity to develop their skills to their highest capacity.

### **REPRESENTATIVE DUTIES:**

- Prepares pretrial bail reports and pretrial diversion investigation reports. Conducts NCIC and related arrest history and background information inquiries through national, state and local databases. Visits local law enforcement and court agencies to collect record information.
- Conducts investigations and prepares reports for the Court with recommendations for release and sentencing of individuals convicted of federal offenses, through the use of a fully automated and computerized system. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the defendant, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the defendant's background, to 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 incarceration and costs of supervision. 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, the officer analyzes any objections and determines an 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. 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.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Collects and conducts urine screens on defendants and offenders as needed. Testifies upon request in court.

- Maintains personal contact with offenders through office and community visits, and by telephone. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Responsible for detection of substance abuse and, through assessment and counseling, implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training agencies.
- 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 offender's behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of the U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.
- Works in a team-based environment and must be able to multi-task.

**MINIMUM QUALIFICATIONS:**

Required Education and Experience

To qualify for a position as a United States Probation Officer, a person must possess 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.

The incumbent must also possess one year of progressively responsible experience\*, gained after completion of a Bachelor's Degree.

\*Progressively responsible experience is considered to be work in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in the area of substance abuse/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience is not creditable.

**PREFERRED QUALIFICATIONS:**

Three years progressively responsible experience (as described above), gained after completion of a Bachelor's Degree. An advanced degree is preferred.

Excellent computer knowledge and proficiency with Microsoft Word, Excel and other Windows based computer applications.

Fluency in Spanish is highly desirable.

Must be a team player.

Must have excellent writing skills.

### **PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:**

The duties of Probation Officers, Pretrial Services Officers, and Probation Officer Assistants 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 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 possible 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 sized print. Normal hearing ability with or without a hearing aid, is also required.

Prior to appointment, the applicant selected for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selected applicant 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, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Also, as a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five (5) years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an OPM fingerprint and background check, and retention in the position will depend upon a favorable suitability determination.

First time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37<sup>th</sup> birthday at the time of appointment.**

### **BENEFITS:**

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- 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

- Dental and vision insurance options under the Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Long Term Care Insurance options
- Direct Deposit of federal wages

**APPLICATION PROCESS:**

Qualified applicants should send a letter of interest, current resume, college transcripts and a completed AO-78, Application for Federal Employment form \* by mail, fax or e-mail to:

United States Probation Office  
District of South Carolina  
Strom Thurmond Federal Building  
1835 Assembly Street, Room 611  
Columbia, SC 29201  
FAX: (803) 765-5110  
ATTENTION: Patti Rabon, Personnel Specialist

OR

Patti\_Rabon@scp.uscourts.gov  
E-mails accepted in PDF format

\*Applications (AO 78-A) are available on our website at <http://www.scp.uscourts.gov>

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. No relocation expenses will be reimbursed.

The District of South Carolina requires employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

**\*Due to the expected high volume of applicants for this position, the United States Probation Office, District of South Carolina, will only make contact with those qualified applicants who will be invited to test and/or interview.**

**THE UNITED STATES PROBATION OFFICE, DISTRICT OF SOUTH CAROLINA IS  
AN EQUAL OPPORTUNITY EMPLOYER.**