

U.S. Probation Officer

Salary Range: \$39,702 - \$89,888, CL 25/27/28

Vacancy announcement #13-01; Type of appointment: Full-time Indefinite

Date opened: October 9, 2012; Closing date: November 2, 2012

Area of Consideration: All current U.S. Probation and Pretrial Services Officers

Hiring may be constrained by current and projected future budgetary considerations

The U.S. Probation Office for the Southern District of Indiana is accepting applications from current U.S. Probation and Pretrial Services Officers for the position of U.S. Probation Officer to conduct investigations, provide sentencing recommendations to the Court, supervise offenders, and perform pretrial duties. This position will be located in Indianapolis, however, duty station assignment is at the discretion of the Chief Probation Officer.

THE OFFICE: A part of the United States District Court, the United States Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Anderson, Bloomington, Evansville, New Albany, and Terre Haute and one satellite office is located within Indianapolis.

THE POSITION: Responsibilities include, but are not limited to:

- ◆ Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of policies and procedures, *Federal Rules of Criminal Procedures*, the U.S. Sentencing Commission guidelines, Monographs, and relevant case law.
- ◆ Following disclosure of the presentence report, analyzes any objections and determines 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 of factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- ◆ Supervises defendants and offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Assesses offenders'/defendants' level of risk and develops a blend of strategies for controlling and correcting risk management.
- ◆ Maintains personal contact with defendants and offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violations proceedings, through assessment, monitoring, and counseling. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- ◆ Initiates contact with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning defendants' and offenders' 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 U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- ◆ Conducts preliminary interviews and other investigations as required.
- ◆ Complies with established training and safety standards for carrying a firearm, restraints, and oleoresin capsicum, if authorized by the court. Complies with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Consistently demonstrates sound ethics and judgment.
- ◆ Maintains a detailed written record of case activity.
- ◆ Participates in and contributes to ongoing training programs. Keeps informed of new developments and techniques in the corrections field.
- ◆ Performs other duties as may be assigned.

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, 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 officer positions. For placement at a CL-25, at least one year of specialized experience equivalent to work at the CL-23. For placement at a CL-27, at least two years of specialized experience, with at least one year equivalent to work at the CL-25, is required. Specialized experience includes 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.

STRONGLY PREFERRED QUALIFICATIONS: At least three years of specialized experience and a master's degree in a closely related field of study. Excellent computer knowledge and the ability to type a high volume of material accurately. Ability to communicate orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

Travel, and possession of a valid driver's license, is required.

BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS: As conditions of employment, the selected candidate 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. At the Chief Probation Officer's discretion, drug and/or medical testing may be required. Also, at the Chief's discretion, the most recent background investigation completed on behalf of the officer may be examined.

APPLICATION PROCEDURE: Applicants for this position must submit a completed application (AO-78) and a letter of interest reflecting the applicant's experience relative to the position of U.S. Probation Officer, why they would like to serve the Southern District of Indiana and how their selection would benefit the district. Any references to individual cases should be sanitized and no supplementary material should be submitted.

Application materials should be forwarded to:

U.S. Probation Office
Personnel - Confidential - VA #13-01
101 U.S. Courthouse
46 East Ohio Street
Indianapolis, IN 46204

To ensure consideration, completed the letters must be received or postmarked by November 2, 2012.

INFORMATION FOR APPLICANTS: The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer