

U.S. Probation Officer

Salary Range: \$39,522 - \$89,888, CL 25/27/28

Vacancy announcement #13-05; Type of appointment: Full-time Permanent

Date opened: September 27, 2013; Closing date: October 28, 2013

Area of Consideration: All qualified candidates

The U.S. Probation Office for the Southern District of Indiana is accepting applications 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 Evansville, however, duty station assignment is at the discretion of the Chief Probation Officer. This position will initially be assigned to the presentence investigations unit.

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.

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, moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and use of self-defense tactics is required.

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 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 officer 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. Retirement is mandatory at age 57.

BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS: Prior to appointment, applicants considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, and following a local background investigation, the selectee may be appointed provisionally, pending a favorable suitability determination. If a provisional hire is authorized (appointment prior to completion of the background investigation), continued employment will be contingent on successful completion of the investigation. In addition, as conditions of employment, the incumbent(s) will be subject random drug screening, updated background investigations are required every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

APPLICATION PROCEDURE: Applicants for this position must submit a completed application (AO-78) which is available at <http://www.insp.uscourts.gov> and a letter of interest reflecting the applicant's experience relative to the position of U.S. Probation Officer, major/minor of study of bachelor's degree and where it was obtained, 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 #13-05, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204. To ensure consideration, the completed letters must be received or postmarked by October 25, 2013.

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