Career Opportunity

U.S. Probation Officer

Classification Level: 27

Starting Salary Range: $45,928-$56,929

Promotion Potential to CL-28 ($55,027-$89,481)

Announcement Number: 13-14

Posted: October 4, 2013

Closes: October 21, 2013

Location: Bay City, MI

U.S. District Court
Eastern District of Michigan
www.miep.uscourts.gov
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to
"apply@mied.uscourts.gov"
Subject: 13-14 Probation Officer

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

These positions are located in the Probation Office of the U.S. District Court, Eastern District of Michigan in Bay City. Probation officers report to the Chief Probation Officer or his/her designee. Probation officers work under the general supervision of a supervising probation officer and the technical supervision of a senior probation officer. Probation officers serve in a judiciary law enforcement position and promote community safety, gather information, supervise persons on probation, supervised release, and parole, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court.

The successful candidate will be required to participate in a six (6) week National Training Institute at the Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- 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, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and needs. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Collect and conduct urinalysis tests 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 plain view 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*.
- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assess offenders'/defendants' level of risk and needs, and develop a blend of strategies for controlling and correcting risks.
- 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.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Participate in and contribute to on-going training programs, and have a working knowledge in outcome driven evidence based practices.
- Perform other duties as assigned.

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QUALIFICATIONS

Required: Qualifications must be met at the time of application.

Qualifications for United States Probation Officers are prescribed and set forth as guidelines by the Judicial Conference of the United States. To qualify for entry at Classification Level 27, candidates must have a minimum of a bachelor's degree from an accredited college or university in fields of study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration and two years of specialized experience, with at least one year equivalent to work at the CL 25 level. (See Specialized Experience below).

Specialized Experience: Specialized experience is described as progressively responsible experience gained after completion of the 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 investigation experience, is not acceptable.** Also, completion of a relevant master's degree (or a juris doctorate) may substitute for one (1) year specialized experience.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation. 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, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management, may be subject to subsequent fitness-for-duty evaluations.

The duties of probation officers require the investigation and management of convicted offenders who present physical danger to probation officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, probation officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.

Because probation officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Probation 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. Any severe health problems, 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 an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, 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.

Preferred: Candidates must possess good writing and communication skills. Progressively responsible clerical, administrative, or technical work experience related to supervision and counseling of persons on parole, probation, or supervised release; preparation of reports or investigations of individuals.

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PROCEDURES FOR APPLYING:

To be assured consideration, please submit following single-sided documents **ONLY:** a cover letter (include announcement number), resume **and completed application Form AO-78** (located on the Court websites listed at the left of page one) to the address at the left of page one by the closing date. Date of birth **MUST** be reported on the application form. E-mailed submission is preferred. E-mailed documents must be in Word, WordPerfect or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A written assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with interview and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer

More than the advertised number of positions may be filled with this announcement.