The United States District Court
Southern District of Florida
Probation Office
Notice of Vacancy

Position:	**Probation Officer Assistant (more than one position may be filled)**
Vacancy Announcement No.:	**2016-PRB-04**
Type of Appointment:	**Full-time, Permanent**
Location:	**Duty stations within Southern District of Florida**
Salary Range:	**CL 25 ($40,951-$66,607)**
Opening Date:	**December 14, 2015**
Closing Date:	**December 28, 2015**

Position Overview

Conducts selected investigations as needed for pre-release, pre-sentencing, and bail reports under the supervision and direction of a probation officer. Assist probation officers in the performance of investigations, including but not limited to compiling criminal histories/profiles, running record checks through local and national databases and files. Provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports. Utilizes principles of Evidence Based Practices to assess risk and criminogenic needs of offenders, and supervises according to these assessments. Develops collaborative relationships with defendants/offenders with a goal of aiding them to successfully complete the term of supervision. Investigates community release plans on persons scheduled for release from federal correctional facilities with supervision terms to follow. Keeps informed on new developments and techniques in the community corrections field, and applies these to the work as desired and needed. Schedule and conduct urinalysis testing of offenders/defendants following established procedures and protocols, and maintain custody chain of custody for urinalysis testing materials. Assist in the development of community resources to meet the special needs of alleged offenders. Observe and report to supervisors on the lifestyle, personal problems, and needs of offenders/defendants. Testify in court proceedings as necessary.

Qualification Requirements

- One year specialized experience equivalent to work at a CL-24
- Progressively responsible clerical, administrative, or technical experience. This experience should be in such fields as probation, pretrial services, parole, corrections, criminal investigations, substance addiction/mental health treatment or other related fields which is related to the supervision and counseling of persons on parole, probation or bail/bond release.

Court Preferred Qualifications/Skills

- Bachelor's degree is preferred from an accredited college/university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provided evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
- Ability to communicate well orally and in writing.
- Proficiency working in automated environments with a significant knowledge of computer programs such as WordPerfect, Word and Windows and use of data gathering techniques is preferred.

Personal Characteristics

Applicants must possess: A thorough knowledge of the philosophy, theories and practices of the correctional field with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession; a devotion to the principles of public welfare; a knowledge and understanding of both normal and abnormal behavior; unquestioned integrity; maturity of judgement and tact; a knowledge of the Federal Criminal Code and sentencing procedures; the ability to conduct thorough investigations and make sound evaluations and recommendations; a knowledge of all available community resources and the understanding and skill necessary to use them. Successful candidates will have the desire and ability to work harmoniously with others in a total quality team-based organization, and the desire/willingness to collaborate with offenders, community partners and others to reduce recidivism.

Maximum Age and Medical Requirements

- The Judicial Conference in conjunction with the Federal Employees' Pay and Compensation Act of 1990 requires first-time appointees for this position must not have reached their **37th** birthday at time of appointment. Applicants 37 or over who have previous law enforcement experience under the Federal Employees Retirement System or Civil Service 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.
- Probation Officer Assistants require regular contact with persons who may have violent backgrounds so they 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. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

Background Investigation, Drug Screening and Medical Standards

Prior to appointment, the incumbent must undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the incumbent may then be provisionally appointed, pending a suitability determination by the Court. At such time the incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent on successful completion of the OPM investigation. In addition, as condition of employment, the 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 and drug screening. The medical requirements and the essential job functions derived from the medical guidelines for probation/pretrial officers and officer assistants are available for public review at:

http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/Officers/OfficerMedicalRequirements.aspx

Benefits

Employees of the United States District Court are EXCEPTED appointments. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Employees accrue 13 days of paid vacation per year for the first three years
- Ten paid national holidays per year
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis
- Participation in Group Life Insurance
- Participation in a Long Term Disability Program
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.
- Participation in Long Term Care Insurance Program.

Application Requirements

Submit by close business on **December 29, 2015** the required documents as noted below electronically in PDF format indicating the **Announcement Number 2015-PRB-04** in the subject line and email to:

flsd_hrmail@flsd.uscourts.gov

1. A detailed resume'
2. A completed AO78-Application for Judicial Branch Employment
3. A hazardous duty supplement
4. Unofficial or Official Transcripts

The AO78 Application for Judicial Branch Employment and Hazardous Duty Supplement is available under the Employment tab of the Court's website: **www.flsd.uscourts.gov**

Due to the high volume of applications received only those qualified applicants being further considered will be contacted to interview for this position.
Those applicants selected for further consideration will be subject to testing.
The Federal Court practices zero tolerance for illegal drug use.
Applicants must be a United States Citizen or eligible to work in the United States.
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER