



## United States Probation Office Southern District of Florida

### NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

Email: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)



### Important Dates

Opening: December 8, 2020

Closing: Open Until Filled

**Position:** U.S. Probation Officer  
**Announcement No:** 2021-PRB-00  
**Duty Station:** Southern District of Florida  
**Salary:** \$54,547-\$88,636 \*(CL 27)

**\*Salary determined on experience, qualifications and funding availability. May be eligible for promotion to the next level without further advertising and funding availability.**

#### Position Overview

Conducts investigations and prepares pretrial services and presentence reports for the U.S. Magistrate Court and U.S. District Court. Supervises persons on pretrial services, probation, supervised release and parole supervision. Conducts investigations and provides evaluations and recommendations to the Courts and U.S. Parole Commission regarding compliance with conditions of supervision. 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. Cooperates with other federal probation offices and units in investigating and supervising persons transferred to the district, and performs additional related services as may be requested by other Courts. Keeps informed on new developments and techniques in the community corrections field, and applies these to the work as desired and needed. Makes formal presentations concerning pretrial services, probation and parole concepts and programs to the community. Cooperates with community agencies, and participates in community activities relevant to the work of our Court.

#### Duties & Responsibilities

- Conducts investigations and prepares reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as, collecting background data from various sources.
- Interprets and applies policies and procedures, statutes, Federal Rules of Criminal Procedures, including the U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal documents, and update staff and the court.
- Enforces court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders/defendants. Investigate employment, sources of income, lifestyle, and associates, to assess risk and compliance. Address substance abuse, mental health/sex offenders, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment,

### U.S. Probation Office, Southern District of Florida

The U.S. Probation Office serves District and Magistrate Judges by providing investigative services, alternatives to detention and community supervision. We will protect the community by ensuring compliance with the conditions of release and provide rehabilitative services as needed.

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Probation Office maintains its headquarters in downtown Miami and includes six divisional offices and two satellite offices.

# U.S. Probation Officer – Announcement No. 2021-PRB-00

Page 2 of 4

monitoring and counseling, including compliance with all local, state and federal laws.

- Schedules and conducts drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols.
- Maintains paper and computerized records of test results. Maintains a chain of custody of urinalysis testing materials.
- Responds to judicial officers' request for information and advice.
- Testifies in court as to the basis for factual findings and (if warranted) guideline applications.
- Serves as a resource to the court and maintains detailed written records of case activity.
- Conducts surveillance and/or search and seizure at the direction of the court.
- Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the court. Ensures compliance with Mandatory Victims Restitution Act.
- Enforces home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Develops proposals for the chief probation officer's approval to provide specialized drug/alcohol services and other areas as needed.
- Analyzes and responds to any objections related to the presentence investigation. This may include resolving disputed issues and presenting unresolved issues to the court for resolution
- Assesses offenders'/defendants' level of risk to the community and develops a blend of controlling and correctional strategies to address risk.
- Communicates with other organizations and agencies, such as the U.S. Parole Commission; Bureau of Prisons; law enforcement; treatment agencies, and attorneys, concerning offenders'/defendants' behavior and conditions of supervision at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigations.

## Qualifications Requirements

- Bachelor's degree from an accredited college or university preferably 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.
- Two years of \*specialized experience, including at least one-year equivalent to work at the CL-25; or Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

*\*Progressively responsible experience, gained after completion of a bachelor's 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.*

## Court Preferred Qualifications

- 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 is preferred.
- Fluency in Spanish highly desirable.
- Knowledge of Evidence Based Practices, risk and needs principles, cognitive behavioral therapy programming preferred.
- 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;
- 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.
- 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.

## Background Check, Medical Requirements and Maximum Entry Age

Probation/pretrial services officers must also meet the following medical requirements and maximum age requirements for law enforcement officer (LEO) positions in addition to the experience and education requirements.

# U.S. Probation Officer – Announcement No. 2021-PRB-00

Page 3 of 4

## Background

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

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.

## Medical Requirements

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>.

## Maximum Entry Age

Probation and pretrial services officers and assistants must not have reached their 37<sup>th</sup> birthday at a time of appointment. For an applicant with previous LEO experience under the CSRS or the FERS and either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37.

## Specialized Training

Newly appointed officers to the position of U.S. Probation Officer will be required to attend and successfully complete a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

After three years of service, officers will be required to complete the Southern District of Florida's Leadership Development Program. The program consists of three phases and will be completed within 12 months.

## Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

## Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

## How to Apply

Send all attachments in one email message to the HR Mailbox. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:

[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

Subject Line:

**Probation Officer 2021-PRB-00**

Attachments:

- **AO 78 – Federal Judiciary Branch Application for Employment.**
- **Hazardous Duty Supplement**
- **Detailed Resume**

*\* The AO78 and Hazardous Duty Supplement is available on the Court's website under vacancies: <http://www.flsd.uscourts.gov>*

The Federal Court practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

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.**

**U.S. Probation Officer – Announcement No. 2021-PRB-00**

Page 4 of 4

---

---