

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

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Position: **Probation Officer Assistant**
(More than one position may be filled)

Announcement No: 2022-PRB-05

Duty Station: Southern District of Florida

Salary: CL 25 \$46,629 - \$75,821

**Starting salary depending on experience and qualifications*

Position Overview: The Probation Officer Assistant serves in a judiciary law enforcement position under the direction and guidance of a probation officer or supervisor. The incumbent provides technical and administrative support to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

Representative Duties:

- 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.



Important Dates

Opening: February 8, 2022

Closing: Open Until Filled

U.S. Probation, 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.

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Qualification Requirements

To qualify for the Probation Officer Assistant a candidate must possess:

- One-year specialized experience equivalent to work at a CL-24. Specialized experience is progressively responsible clerical, administrative, or technical experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws. 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.
- Must have the ability to communicate well orally and in writing.
- Proficiency working in automated environments with a significant knowledge of computer programs such as, Word and Windows and use of data gathering techniques is highly preferred.
- Fluency in Spanish highly desired.

Required Personal Characteristics

Must be a self-directed, highly organized team leader; able to balance the demands of varying workload responsibilities and deadlines; be mature, responsible, and tactful; demonstrate initiative and the ability to exercise good judgment; be able to work harmoniously with others; and always maintain a professional appearance and demeanor.

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 must have the desire and ability to work harmoniously with others in a total quality team-based organization, and the desire and willingness to collaborate with offenders, community partners and others to reduce recidivism.

Duty Station/Organizational Relationship

This position reports to the Supervisory U.S. Probation Officer. Duty station is in the Southern District of Florida.



How to Apply

Applicants must submit the following:

1. A detailed resume.
2. Judicial Branch Federal Employment Application (AO78).
3. A copy of your most recent performance evaluation.
4. A Supervisor Assessment form (Mandatory for Internal Candidates).
5. A hazardous duty supplement form.

The AO 78 and Hazardous Duty Supplement is available under the Employment tab of the Court's website: www.flsd.uscourts.gov

Send all attachments by email (as a single document). All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:
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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 & The Fair Chance to Compete Act (FAC)

This is a High-Sensitive position within the Judiciary. **This position is not covered under the FCA. Therefore, candidates will be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, Application for Employment is MANDATORY.**

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>

Selection Process

Only qualified applicants will be considered, and interviews will be granted to the most competitive and qualified applicants. Applicants will be selected based on Senior Management's knowledge of their past performance, an interview, their application submissions, and a review of their personnel record. Applicants with disciplinary actions (i.e., communications of reprimands or adverse actions) within the past 12 months from this announcement closing date, may not be considered the most competitive and qualified applicants.

Incomplete applications may not be considered.

The selected candidate must adhere to the Southern District of Florida's Policy for COVID-19 Employee Vaccination and Testing

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.
