

## VACANCY ANNOUNCEMENT #16-07

United States District Court - United States Probation Office - Northern District of Florida

**OPENING DATE:** November 16, 2016 (Wednesday) **CLOSING DATE:** December 7, 2016 (Wednesday)

**POSITION:** **UNITED STATES PROBATION/PRETRIAL OFFICER**  
(Full-Time/Permanent-Presentence, Supervision or Pretrial Unit)

**SALARY RANGES\*:** **CL 23** \$37,357-\$57,391/**CL 25** \$40,802-65,296/**CL 27** \$47,390-77,030/**CL 28** \$56,797-\$92,336

\*Starting classification level and salary are dependent upon education, experience and qualifications. Promotion potential up to CL 28 without further recruitment.

### DISTRICT OVERVIEW

The Northern District of Florida is a combined probation and pretrial services district. Headquarters office is located in Pensacola, Florida, with four division offices in Pensacola, Tallahassee, Panama City, and Gainesville, and one administrative office in Tallahassee. Position(s) advertised in this vacancy announcement could be located in any of the division offices within the district.

### POSITION OVERVIEW

**Representative Investigation Duties** - Investigates, prepares reports, and makes recommendations for sentencing of individuals in the court, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. 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 for factual findings and guideline applications. Analyzes any objections to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the court for resolution.

**Representative Supervision Duties** -Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment as necessary. Develops and implements supervision plans. Contacts offenders through office and community visits and by telephone. Investigates employment/sources of income, lifestyle and associates, which will help to assess risk and compliance factors. Responsible for detection of substance abuse and implementing the necessary treatment or violation proceedings of appropriate offenders. Communicates with other organizations and persons concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at revocation hearings.

**Representative Pretrial Duties** - Conducts pretrial investigations concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of their impending offense. Gathers comprehensive, factual information, which requires interviewing offenders and their families, as well as investigating prior record and financial status of the offender through collateral sources (such as arresting authorities, U. S. Attorney's Office, family and community members). Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format. Supervises offenders while on bond to maximize adherence to imposed conditions of bond, reduce risk to the community, and to provide correctional treatment as necessary.

### JOB REQUIREMENTS

Basic knowledge of criminal justice system. Familiarity with evidence-based practices to include Cognitive Behavioral Therapy (CBT) and risk-based supervision. Ability to evaluate and apply statutes and implementing regulations. Good knowledge of investigative and supervision techniques. Knowledge or experience of how other judicial processes/proceedings relate to his/her position, i.e., Federal Courts, Parole Commission, Bureau of Prisons, U.S. Attorney's

Office, Federal Public Defender's Office, etc. Skill in counseling offenders to obtain and maintain compliance to the conditions of their release. Skill in communicating orally and in writing, and in working with judges, counsel, and other law enforcement agencies. Knowledge of community and potential community resources. Basic computer skills and an understanding of applied statistics and outcome measurement.

**QUALIFICATIONS**

**Required Education**

**All probation or pretrial services officer positions require 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.

**Required Experience**

In addition to meeting education requirements, applicants must also have specialized experience the amounts shown in the table below:

Level	Minimum Experience Requirements
CL 23	None
CL 25	One year of specialized experience equivalent to work at the CL 23; Or Completion of the requirements for a bachelor’s degree from an accredited college or university and one of the following superior academic achievement requirements: <ul style="list-style-type: none"> <li>• An overall “B” grade point average equaling 2.90 or better of a possible 4.0;</li> <li>• Standing in the upper third of the class;</li> <li>• “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;</li> <li>• Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;</li> </ul> Or Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
CL 27	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,
CL 28	Two years of specialized experience, including at least one year equivalent to work at the CL 27.

**Specialized Experience:** 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 police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

ALL qualification requirements must be met when application is filed.

**ADDITIONAL DESIRED SKILLS**

- Excellent writing and verbal communication skills in English
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Experience with legal terminology and processes
- Ability to exercise mature judgment
- Demonstrated computer skills (keyboard, Windows, WordPerfect)

### **PHYSICAL REQUIREMENTS AND MINIMUM 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, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual 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.

As provided for in the Federal Employee's Retirement Act of 1986 (hazardous duty provisions), first time appointees to a covered law enforcement positions must not have reached his or her 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous federal law enforcement officer experience under the Federal Employees' Retirement System or Civil Service Retirement System may have previous qualified experience subtracted from their age to determine whether they meet the age requirement. The position allows for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.

### **MEDICAL EXAMINATION, DRUG SCREENING AND BACKGROUND INVESTIGATION**

Prior to appointment, all selected candidates for appointment as a probation officer will be required to undergo a complete 10 year OPM background investigation, 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, 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. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officer, and officer assistants are available for public review at <http://www.uscourts.gov>.

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

### **BENEFITS**

Employees of the U.S. Probation Office are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include:

- 13 paid vacation days each year for the first three years of employment, thereafter, up to 26 days each year and paid sick leave.
- Participation in the Federal Employees Retirement System and/or Civil Service Retirement System, life insurance options, Thrift Savings Plan plus Social Security
- Participation in the Federal Health Insurance Program
- Ten paid holidays each year
- Excellent opportunities for within grade salary increases and grade increases based upon performance

### **APPLICATION PROCESS**

Applicants will be evaluated initially against their experience and educational background in order to determine if they meet minimum qualifications. Eligible applicants will be screened and selected based on experience, education, and training. Applicants may be required to respond to written assignments during the selection process. Interviews and testing will be conducted with finalists.

**TO APPLY**

This position is open to all sources, including transfers within the Judiciary. Qualified persons are invited to electronically submit a cover letter and resume by close of business on December 7, 2016 to: [karen\\_cooke@flnp.uscourts.gov](mailto:karen_cooke@flnp.uscourts.gov) (attachments in PDF or Word are preferred).

**APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

**IMPORTANT INFORMATION FOR APPLICANTS**

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without prior written notice. This job announcement may involve filling more than one position. Position(s) will be filled as permitted by current and future budgetary constraints. All positions with the U. S. Courts are subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. **Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions.** Travel and relocation expenses will not be paid.

**Applicants must be United States citizens or eligible to work in the United States.**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER