

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
Western District of Arkansas



## NOTICE OF VACANCY

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**ANNOUNCEMENT NUMBER:** 13-USPO-01

**POSITION TITLE:** United States Probation Officer (Provisional) – 3 Positions  
Full-Time Permanent

**LOCATIONS:** Fort Smith, El Dorado, and Texarkana, Arkansas

**STARTING SALARY:** CL-25/27/28 (\$39,522 - \$63,290 annually)  
Development Range Salary: \$39,522-\$48,633  
Full Performance Range Salary: \$49,029-\$63,290  
Dependent upon experience and qualifications  
*Additional promotion potential without further competition*

**OPENING DATE:** Wednesday, January 30, 2013

**CLOSING DATE:** Open Until Filled – Preference will be given to application  
packets received by Wednesday, February 20, 2013 5:00 PM  
CST

**OPEN TO:** All Qualified Applicants

**STARTING DATE:** TBD

## **POSITION OVERVIEW & REPRESENTATIVE DUTIES**

The United States Probation & Pretrial Services Office for the Western District of Arkansas is currently accepting applications for the position of United States Probation Officer. The U.S. Probation Officer performs duties that involve general pretrial/probation cases under the guidance of a Supervising U.S. Probation Officer.

- Conduct investigations and prepare reports for the court with recommendations. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies and procedures, statutes, Federal Rules of Criminal Procedures, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and refer to appropriate specialist.
- Schedule and conduct drug use detection tests and DNA collection 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 officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, if warranted. Maintain detailed written records of case activity.
- 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.
- Review and resolve disputed issues involving defendants/offenders and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Assist offenders/defendants toward integration into the job market.
- Communicate with other organizations and personnel (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. Discuss violations with Supervisory Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Conduct Parole Commission preliminary interviews.

## **QUALIFICATIONS**

- Ability to organize and prioritize work schedule, and work independently with minimal supervision.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals.
- Ability to exercise impartiality and discretion with the defendant or offender population and their family/support system.
- Ability to routinely work non-traditional hours.
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.
- Excellent written and oral communication skills.

- Knowledge of automated / internet resources and systems available for conducting background checks, criminal histories and other similar information.
- Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.

### **PREFERRED QUALIFICATIONS**

- Knowledge of the roles and functions of federal probation and pretrial services and the legal requirements used in probation and pretrial services. Knowledge of how other judicial process and procedures relate to the officer's roles and responsibilities.
- Ability to communicate fluently in a second language is preferred.
- An advanced degree in a related field of study is preferred.

### **REQUIRED EDUCATION**

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, is required for all probation or pretrial services officer positions.

### **REQUIRED EXPERIENCE**

One year of 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 a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**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:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
4. 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.

**OR**

Completion of one academic year (18 semester or 27 quarter hours) of graduate work in a field of study closely related to the position.

### **MEDICAL REQUIREMENTS & EXAMINATION**

The duties of probation officers require the investigation and management of convicted criminal 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 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.

**Prior to appointment, the selectee considered for this position is required to undergo an extensive medical examination and drug screening.** Upon successful completion of the medical examination and

drug screening, the selectee may then be provisionally appointed, pending a suitability determination by the court. Continued employment will be contingent on successful completion of the OPM investigation. In addition, the incumbent will be subject to ongoing random drug screening and updated background investigations every five years

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>.

Because officers must effectively deal with physical attacks and are subject to moderate or 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. 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.

### **MAXIMUM ENTRY AGE**

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.

### **BENEFITS**

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program (FEGGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

### **APPLICATION PROCEDURES**

Interested candidates should submit a complete applicant packet which includes: a letter of interest, a current/detailed resume, three references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website <http://www.arwp.uscourts.gov/index.php/employment>. Applicant packets will not be considered complete until ALL of the items listed above have been received by Human Resources.

Please email your complete applicant packet to: [hr@arwp.uscourts.gov](mailto:hr@arwp.uscourts.gov) (PDF format preferred). **You must reference the vacancy announcement number in the subject of the email.**

Due to the volume of applications received, only candidates who are selected for interviews and testing will receive a response regarding their application.

**ADDITIONAL INFORMATION**

- Only qualified applicants will be considered for this position.
- Applicants must be a U.S. citizen or eligible to work in the U.S.
- Applicants selected for interviews must travel at their own expense.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net earnings.
- The U.S. Probation Office requires employees to follow a code of conduct, which is available upon request.
- The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources.
- The Court reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice.

The United States Probation & Pretrial Services Office for the Western District of Arkansas  
is an Equal Opportunity Employer and values diversity in the workplace.