



# VACANCY ANNOUNCEMENT #16-USPO-01

## U.S. PROBATION OFFICE

### WESTERN DISTRICT OF ARKANSAS

## United States Probation Officer

(provisional, full-time permanent, excepted service position)

Two vacancies exist in this announcement.

Locations: Texarkana, AR & El Dorado, AR

Starting Salary Range (depending on experience):

CL-27 (\$47,390 – \$77,030)

CL-28 (\$56,797 - \$92,336)

*This position has promotion potential to CL-28 without further competition.*

OPENING DATE: February 8, 2016

CLOSING DATE: Open until filled. Applications received by February 19, 2016 will be given preference.

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### POSITION OVERVIEW

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. U.S. Probation Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise offenders/defendants, and interact with outside agencies and community members.

### DUTIES & RESPONSIBILITIES

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings through assessment, monitoring, and counseling.
- 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. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (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. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

### MINIMUM QUALIFICATIONS

To qualify for this position, the applicant must have demonstrated the ability to:

- Conduct legal research related to varied complex and difficult legal issues.

- Analyze and summarize legal concepts and issues.
- Apply legal reasoning and critical thinking.
- Compile and summarize information (such as background checks and criminal histories) within established timeframes.
- Organize and prioritize work, work independently with little or no supervision, and exercise discretion.
- Work well under pressure of short deadlines.
- Interact and communicate effectively (orally and in writing) with people of diverse backgrounds.
- Use automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software.
- Be innovative and creative and contribute to a positive work environment.

**PREFERRED QUALIFICATIONS**

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of how other judicial processes and procedures relate to the officer’s roles and responsibilities.
- Bilingual (Spanish/English) skills are 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.

**REQUIRED EXPERIENCE**

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

<b>Level</b>	<b>Minimum Experience</b>
CL-27	Two years of specialized experience, including at least one year equivalent to work as a CL-25 or the 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 as a 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 a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**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 appointed provisionally, pending a favorable suitability determination by the court.

In addition, as a 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.

The medical requirements for law enforcement officers are available for public review on the [www.uscourts.gov](http://www.uscourts.gov).

**BACKGROUND INVESTIGATION**

A high sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment.

## MAXIMUM ENTRY AGE

U.S. Probation/Pretrial Officers are covered under the law enforcement retirement provision that requires mandatory separation at the age of 57 with at least 20 years of service due to the physical requirements of the position. First-time appointees must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) 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 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 (FEGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

## APPLICATION PROCEDURES

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Qualified applicants will be tested. **Qualified applicants should submit a complete applicant's packet which includes: (1) a letter of interest, (2) a current and detailed resume, and (3) a completed *Application for Judicial Branch Federal Employment (Form AO-78)*.** You may download this form from our website <http://www.arwp.uscourts.gov/index.php/employment>. Date of birth and undergraduate GPA must be reported on the application form. Incomplete packets will not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained.

Email your complete packet to: [hr@arwp.uscourts.gov](mailto:hr@arwp.uscourts.gov) (single PDF document preferred). Please 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 will receive a response regarding their application and only applicants who are interviewed will receive a written response regarding their application status.

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*This position is subject to mandatory electronic funds transfer (direct deposit).*

*The U.S. Probation Office provides reasonable accommodations to applicants with disabilities.  
If you need a reasonable accommodation, please notify human resources.*

*If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement,  
the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.*

*The U.S. Probation Office 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 Office for the Western District of Arkansas  
is an Equal Opportunity Employer and values diversity in the workplace.*

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