

ADVERTISEMENT

UNITED STATES PROBATION OFFICE

Western District of Arkansas

Fort Smith, Headquarter Office

Fayetteville (Harrison), Hot Springs and El Dorado (Texarkana),

Divisional Offices

Job Announcement: 2010-02

Position Title: United States Probation Officer

Position: Full Time Permanent

Location: Fort Smith, Fayetteville, Hot Springs,
El Dorado, and/or Texarkana

Closing Date: April 24, 2010 (Close of Business)

POSITION OVERVIEW

Investigative Duties: The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Supervision Duties: The incumbent supervises released offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

QUALIFICATIONS

- Requires bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration or other discipline which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position of probation officer.
- Ability to communicate well orally and in writing.
- Ability to organize, oversee, and complete multiple projects simultaneously, with limited supervision.
- Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. Dependable, with a commitment to regular attendance. Knowledge of court operations.
- Skills and working knowledge of computer software such as WordPerfect and PDF documents are also preferred.

Pay Grade	Classification Level 25 (1-61 Steps)
Salary Range	\$39,522 - \$63,290
Experience Required	Preference given to candidates 1-3 years specialized experience or experience who have obtained closely related to the position certain academic achievements.
Promotional Potential	Yes, to Classification Level 27 (1-61 Steps) \$45,928 - \$74,628 with satisfactory performance after one year of service/experience.
	Yes, to Classification Level 28 (1-61 Steps) \$55,027 - \$89,481 with satisfactory performance after two year of service/experience.

- Specialized experience is progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or other offender case management experience.
- Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

- 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.
- Because officers 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. In most instances, the amputation of an arm, hand, leg or foot will not disqualify an applicant from appointment, however, severe health problems or physical defects that constitute employment hazards to the applicant or others, may disqualify an applicant.
- 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 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

- **First time appointees to the position of a U.S. Probation Officer must undergo an extensive OPM background investigation and drug screening. In addition, officers are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, applicants are also subject to a local background investigation and continued employment will be contingent on successful completion of the OPM investigation.**
- **Prior to appointment, final selectees undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, selectees may be appointed provisionally, pending a favorable determination by the court.**
- **First time appointees will be expected to complete the Federal Law Enforcement Training Center Academy in Charleston, SC for a six week training period. All travel and lodging expenses are paid for by the government. The mission is to provide U.S. Probation and Pretrial Services officers with the training necessary to perform their duties effectively, efficiently, and as safely as possible while upholding the integrity, values, and dignity of the federal judiciary. Appointees will participate in both class room and a physical training environment.**

BENEFITS

- **Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.**

APPLICATION PROCESS

- To be considered for this position, submit a completed Probation Officer Application Packet (cover letter, employment application (A078), resume and college transcripts. Applicants selected for testing and interviews must travel at their own expense. AO form 78 is attached or can be obtained at any one of the divisional offices or by calling 479-783-8050.
- Current U.S. Probation and Pretrial Services Officers should submit a letter of interest, and recent resume.
- The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within one year from date position is filled.
- Please indicate in your cover letter which of the divisional offices you would consider assignment.

Your Probation Officer Application must be mailed to:

**J. Scott Thibodeaux
Chief U. S. Probation Officer
Western District of Arkansas Probation Office
P. O. Box 1564
Fort Smith, Arkansas 72902**