

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
Western District of Arkansas



NOTICE OF VACANCY

ANNOUNCEMENT NUMBER: 12-USPO-05

POSITION TITLE: United States Probation Officer (Provisional)
Full-Time Permanent

LOCATION: El Dorado, Arkansas

STARTING SALARY: CL-25 (\$39,522 - \$63,290 annually)
(Development Range Salary: \$39,522-\$48,633)
(Full Performance Range Salary: \$49,029-\$63,290)
Starting salary dependent upon experience and qualifications
Interval promotion potential to CL-28 without further competition

OPENING DATE: Wednesday, April 11, 2012

CLOSING DATE: Open Until Filled – Preference will be given to application
packets received by Wednesday, April 25, 2012 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 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.

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

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 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.

MEDICAL EXAMINATION, BACKGROUND INVESTIGATION, AND DRUG SCREENING

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 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 officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

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 (FEGLTD)
- 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 (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 to applicants for review upon request.