



U.S. Probation Office Western District of Arkansas

Probation Officer Assistant

ANNOUNCEMENT #: 20-USPO-03

POSITION TYPE: Full-time, Excepted Service, Temporary (up to one year and one day) with potential for extension or conversion to permanent status without further competition, subject to funding.

DUTY LOCATION: Fayetteville, Fort Smith, Hot Springs, El Dorado, or Texarkana, Arkansas (One position)

SALARY RANGE: CL-25 (\$44,066-\$70,572); promotion potential to CL-26 without further competition

OPENING DATE: Monday, January 4, 2021

CLOSING DATE: Open until filled; applications received by 4:30 PM CST on Friday, January 29, 2021 will be given preference.

POSITION OVERVIEW

The U.S. Probation Office for the Western District of Arkansas is accepting applications for the full-time position of a Probation Officer Assistant. The Western District of Arkansas serves 34 counties located primarily in the western half of the state. The district is headquartered in Fort Smith and has staffed divisional offices in El Dorado, Fayetteville, Hot Springs, and Texarkana. The district has three district judges, one senior judge, and three magistrate judges.

Probation Officer Assistants provide technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole, preparation of presentence and other investigations, and pretrial services. This is a federal law enforcement position.

SUMMARY OF DUTIES

- Under the guidance and direction of an officer, supervise selected caseloads of defendants and/or offenders, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Conduct selected investigations as needed for pre-release/furlough, pre-sentencing, and bail reports; draft and submit selected reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observe and report to supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist probation/pretrial services officers in the performance of investigations, including compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports. Assist in the development of community resources to meet the special needs of offenders/defendants.
- Schedule and conduct urinalysis tests of offenders/defendants following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court or Parole Commission. Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

REQUIRED QUALIFICATIONS

- High school graduate or equivalent and have at least one year of specialized experience to work at the CL-24 level. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the

regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

- Possess excellent written and oral communication, proofing, and grammatical skills.
- Must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, and customer service skills. Accuracy and superior attention to detail is critical in this position.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of assisting officers in supervision and investigation.
- Applicants must have a strong foundation in basic computer functionality and software applications, including Microsoft Office.
- Ability to exercise discretion, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Desire to contribute to a positive work environment and work harmoniously with others.
- Must be willing to pursue ongoing professional development.

PREFERRED QUALIFICATIONS

- Two years of specialized experience and a bachelor's degree in a related field.
- Bilingual (English/Spanish)

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. Unsatisfactory results may result in termination of employment. The selected candidate will be subject to updated background investigations every five years.

MEDICAL REQUIREMENTS & WORKPLACE DRUG TESTING

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, 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 at www.uscourts.gov.

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 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

Judiciary employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>.

APPLICATION PROCEDURES

Qualified applicants should submit a complete packet which includes: (1) a letter of interest, (2) an 800 word or less essay answering the following question: How did the Supreme Court's *United States v. Booker* 543 U.S. 220 (2005) decision affect federal sentencing? (3) a current and detailed resume, (3) name, address, and telephone number of three professional references, (4) and a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this form from our website www.arwp.uscourts.gov. 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. Attachments must be saved as a single PDF file. Please

reference the vacancy announcement number in the subject of the email. Email your complete packet to: heather_burns@arwp.uscourts.gov.

ADDITIONAL INFORMATION

- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available upon request.
- The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time before the closing date. Multiple vacancies may be filled from this announcement.
- The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

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