



U.S. Probation Office Western District of Arkansas

U.S. Probation Officer – Post Conviction

ANNOUNCEMENT #: 20-USPO-05

POSITION TYPE: Full-time, Permanent

DUTY LOCATION: Texarkana, Hot Springs, or El Dorado, Arkansas (Two positions)

SALARY RANGE: CL-25 (\$44,066-\$70,572)
CL-27 (\$51,208-\$83,210)
CL-28 (\$61,360-\$99,762)
(Depending on experience & qualifications; promotion potential to CL-28 without further competition.)

OPENING DATE: Tuesday, December 15, 2020

CLOSING DATE: Open until filled; applications received by 4:30 PM CST on Friday, January 8, 2021 will be given preference.

POSITION OVERVIEW

The United States Probation Office for the Western District of Arkansas is accepting applications for the position of United States Probation Officer (Post Conviction). 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. Frequent travel within the district is required as is some out of district travel.

SUMMARY OF DUTIES

- Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment of violation proceeding through assessment, monitoring, and counseling.
- Schedules and conducts drug use detection tests and DNA collection of offenders following established procedures and protocols. Responds to judicial officers' request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the court. Maintains detailed records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the court. Ensures compliance with the Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court, and in some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assesses offenders' level of risk and develops a blend of strategies for controlling and correcting risk management.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares well written, grammatically correct, objective reports for the court's consideration regarding pretrial, presentence, and/or post-conviction supervision issues. Testifies at court or parole hearings.

REQUIRED QUALIFICATIONS

- 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.

- Possess excellent written and oral communication, proofing, and grammatical skills. Superior attention to detail.
- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds including criminal defendants, law enforcement personnel, judicial personnel, and attorneys.
- Possess excellent organizational and problem-solving skills and be able to prioritize work schedules, work independently with minimal supervision, and work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Applicants must have a strong foundation in basic computer functionality and software applications, including Microsoft Office.
- Desire to contribute to a positive work environment and work harmoniously with others.
- Must be willing to pursue ongoing professional development.

REQUIRED EXPERIENCE

- To qualify at the CL-25 level, the successful candidate must possess one year of specialized experience. Superior academic achievement may be substituted for experience.
- To qualify at the CL-27 level, the successful candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-25 level or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
- To qualify at the CL-28 level, the successful candidate must possess at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level.

Specialized experience is defined as 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 abuse/addiction treatment. Experience solely as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

PREFERRED QUALIFICATIONS

- Knowledge of federal law and the criminal justice system and how it relates to the roles and functions of a U.S. Probation Officer.
- Understanding of the federal sentencing statutes and U.S. Sentencing Guidelines.
- Strong familiarity with techniques in supervising defendants. Skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques.
- Skill in conducting legal research related to complex and difficult legal issues.
- Skill in analyzing and summarizing legal concepts and issues.
- 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.

SPECIALIZED TRAINING

Newly appointed officers will be required to attend and successfully complete a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

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: What do you believe the probation officer's role is in assisting a person under supervision? (3) a current and detailed resume, (4) name, address, and telephone number of three professional references, (5) copy of college transcripts, and (6) 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.
- Preliminary criminal history background check, verification of employment and education, and reference checks will be made prior to any offer of employment.
- 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**