



**NOTICE OF POSITION VACANCY
UNITED STATES PROBATION OFFICER**

Job Announcement 2014-05

ISSUE DATE: August 11, 2014 **CLOSING DATE:** August 29, 2014
(Applications must be postmarked no later than 8/29/14)

LOCATION: Cheyenne, Wyoming

POSITION: U.S. Probation Officer

STARTING SALARY: Due to the nature of the duties assigned to this position the starting salary will be at a CL 25/01

SALARY POTENTIAL: \$38,334 - \$90,375 (CL 25/01 – 28/61)
(Future promotion to CL 28 without further competition)

Introduction

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

Duties and Responsibilities:

1. 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.
2. 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 implement the necessary treatment or violation proceedings through assessment, monitoring, and counseling. Refer offenders/defendants to

appropriate outside agencies such as medical and drug treatment facilities, employment and training.

3. 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 officer's request 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 discretion of the court.
4. 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 home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
5. Analyze and respond to any objections. This may include resolving disputed issues and presenting 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.
6. 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. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
7. Participate in on-going training and development in order to remain abreast of advanced techniques.

Factor 1 - Required Competencies (Knowledge, Skills and Abilities):

Probation, Pretrial Services and Law Enforcement

Broad knowledge of criminal justice system. 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 sentencing guidelines and applicable case law. Thorough knowledge of investigative and supervision techniques. Good knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defenders Office, and other organizations.

Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Broad knowledge of surrounding community and available community resources.

Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as ATLAS).

Ability to work with law enforcement agencies at different governmental levels, community service providers, and all courts. Skill in applying various statutes and implementing regulations. Ability to communicate orally and in writing with a variety of persons such as judicial officers, attorneys and defendants/offenders. Ability to interview and investigate defendants/offenders from various backgrounds, their families and others in the community to obtain the information needed.

Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.

Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Skill in counseling defendants/offenders to obtain and maintain compliance to the conditions of their release. Ability to discern deception and act accordingly.

Knowledge of legal terminology. Skill in determining conducting legal research related to varied complex and difficult legal issues related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people.

Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames.

Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Written and Oral Communication/Interaction

Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government 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 supervision and investigation.

Information Technology and Automation

Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

Factor 2 - Primary Job Focus and Scope:

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and presentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. The incumbent's work assists the court in making release or detention decisions and sentencing determinations. A proper recommendation to the court minimizes the number of persons incarcerated while maximizing the protection of the public. Incumbent's supervision of offenders/defendants has direct impact on the safety of the community, the rehabilitation of the offender/defendant and the restitution of the victim. Society

benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the offender/defendant completes the conditions of supervision and becomes a productive member of the community.

Factor 3 - Complexity and Decision Making:

This job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action. Preparing presentence reports is a complicated process which includes gathering and analyzing information and formulating a recommendation. Interpreting and applying the sentencing guidelines is very complex. Changes in legislation and case law require continual updating of procedures. Supervising offenders/defendants is difficult. Identifying relevant supervision issues, developing a plan to address the issues and implementing the appropriate plan is a complex process. Staying abreast of available community resources and their referral requirements and procedures also is difficult. Supervising offenders/defendants with substance abuse, physical or mental problems and those convicted of sophisticated financial crimes is difficult. These duties are increased in difficulty when offenders/defendants are being deceitful of the incumbent and others.

Factor 4A - Interactions with Judiciary Contacts:

The primary judiciary contacts are other probation/pretrial services staff, judicial officers and staff of other court units for the purpose of conducting investigations, and maintaining accurate and up-to-date information in case files.

Factor 4B - Interactions with External Contacts:

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorneys Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities.

Factor 4C - Work Parameters:

The procedures are established and the supervisor is available for discussion of unusual problems. However, frequently critical case decisions are made in the community without access to supervisory guidance. The incumbent usually schedules and completes the work independently, ensuring that required deadlines are met. Completed work, such as presentence reports and supervision plans, is reviewed by the supervisor. Judgment and experience are applied in making decisions, in addition to use of written guides and manuals.

Factor 5 - Work Environment and Physical Demands:

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).

Qualification Requirements:

Required Education: All probation officer positions require 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, current United States Probation Officers must possess the following required experience:

To qualify at the CL-25 level, the successful candidate must possess one year of specialized experience equivalent to work at the CL-23 level. **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 (verified through transcript submitted with application). 2.) Standing in the upper third of the class (documentation of this must be submitted with application). 3.) "3.5" average or better in the major field of study (documentation must be submitted with application). 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 (documentation must be submitted with application). **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 (see required education above).

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 abuse/addiction treatment. Experience solely as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Completion of a relevant master's degree or Juris Doctorate may substitute for one (1) year specialized experience.

First-time appointees to positions covered under law enforcement retirement provisions must not have reached their 37th birthday at the time of the appointment. Applicants who are aged 37 or older 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. The selectee must undergo a thorough background investigation. 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 conditions of employment, 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 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.wyp.uscourts.gov/>.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

Application Procedures:

Interested and qualified applicants should so indicate in writing to Tandra J. Loyd, Chief U.S. Probation Officer, tandra_loyd@wyp.uscourts.gov. Please include an AO 78

(<http://jnet.ao.dcn/resources/forms/application-judicial-branch-federal-employment>) a cover letter, copies of your last two performance evaluations, copies of your college transcript(s) **and** diploma(s) for your degree(s). If you order transcripts to be sent directly to us from your school, please state so in your cover letter. If you have military experience, a copy of your DD214 military discharge should be provided, which includes the type of discharge.

The Federal Judicial Center's Professional Education Institute has identified targeted performance areas for officers to concentrate their development. Investigate the performance areas identified below, choose **three** areas you feel would be important in the role of an entry level probation officer, and submit a statement addressing your skills and abilities in these areas.

1. Evidence Based Practice
2. Presentence Investigation
3. Post-conviction supervision
4. Pretrial Investigation and supervision
5. Criminal monetary penalties
6. Risk Assessment
7. Charter for Excellence
8. Code of Conduct and Ethics
9. The Federal Courts and the Role of the Officer

Illegible, incomplete, or partially completed applications will not be considered. The most suitable applicants will be invited to participate in an interview. As the District of Wyoming is a paper-less office all application materials must be submitted electronically via email, preferably in pdf. The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by email to: tambra_loyd@wyp.uscourts.gov will not be considered.

U.S. Probation Office
District of Wyoming
Attn: Chief U.S. Probation Officer
P. O. Box 847
Cheyenne, WY

Note: Applicants selected for interviews will receive a phone call to set up an interview.

Judiciary employees must adhere to a code of conduct. U.S. Probation Officers are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes medical care and dependent care reimbursement.

Selectee must complete a six week training academy in Charleston, South Carolina.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay.

Phone: (307) 433-2311

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER