



NOTICE OF POSITION VACANCY UNITED STATES PROBATION OFFICER

Job Announcement 2014-01

SALARY POTENTIAL: \$55,579 - \$90,375 (CL 28/01 - 28/61)
CLOSING DATE: February 19, 2014 - 5:00 p.m. (postmarked date)
LOCATION: Casper, Wyoming

The United States Probation Office for the District of Wyoming is currently accepting applications for a full-time United States Probation Officer in Casper, Wyoming.

Job Summary

By statute, the Probation/Pretrial Services Officer serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Probation/Pretrial Services Officer may guide the work of officer assistants and other staff. The Incumbent performs duties that involve general pretrial services or probation cases, with supervisory guidance in some areas.

Representative Duties

- Conduct investigations, prepare reports, and make recommendations to the court. Interview offenders/defendants and their families, and collect background data from various sources. Interpret and apply policies, procedures, and 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 work with

- appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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, as warranted. Serve as a resource to the court. 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. Enforce home confinement conditions ordered by the court, and perform home confinement reintegration on behalf of the Bureau of Prisons, as applicable.
 - Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
 - Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Work with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
 - Communicate with other organizations and personnel (such as 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 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. Guide the work of staff providing administrative and technical assistance to officers.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Probation, Pretrial Services, and Law Enforcement

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's 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. Knowledge of surrounding community and available community resources. Knowledge of available OPPS defendant and offender workforce development resources.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e. National Crime Information Center). Knowledge of investigative techniques and skill in investigating

offenders'/defendants' backgrounds, activities, and finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. General knowledge of negotiation and motivational techniques. General knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure, and applicable case law. Knowledge of techniques in supervising offenders/defendants. Knowledge of legal terminology.

- Skill in supervising offenders/defendants and performing risk assessment. Ability to conduct legal research related to a variety of applicable legal issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines with guidance from supervisor. Ability to follow safety procedures. Ability to compile and summarize information such as background checks and criminal histories within established time-frames. Ability to discern deception and act accordingly. Ability to organize, prioritize work schedule, work with little supervision, and exercise discretion. Ability to work under pressure of short deadlines.

Judgment and Ethics

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to interact and communicate effectively (orally and in writing) to individuals and groups, 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. Most written communication for presentation to judicial officers is reviewed by a supervisor or senior officer.

Information Technology

- 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 using investigative databases to gather information and data.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions, and maximize compliance with minimal oversight. Probation/Pretrial Services Officers' performance assists the court in effectively processing probation and pretrial matters. A proper recommendation to the court maximizes the protection to the public. The probation and pretrial services system plays a key role and has a direct impact on the image of the court in its community.

Factor 3 – Complexity and Decision Making

Probation/Pretrial Services Officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are met. Managing a caseload and supervising offenders involves complicated issues. While the incumbent exercises judgment and decision making, significant recommendations to the court are discussed with the supervisory officer.

Factor 4A – Interactions with Judiciary Contact

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. Attorney's 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 performing similar activities.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting as well as in the community, and may be subject to variable hours, including nights and weekends. Work requires periodic contact with persons with known violent backgrounds. These contacts are made in both generally controlled office settings and in uncontrolled or unsafe neighborhoods/environments where illegal activities and violence may occur.

Factor 6 – Minimum Qualification

Requires Bachelor's Degree in a social science and two years specialized experience after completion of degree in management of offenders/defendants in adult community corrections, pretrial programs, or work in closely allied field, including at least one year equivalent to work at the CL-27 level. Master's Degree in a social science may be substituted for experience; however, work experience is preferred. Experience as a police, custodial, or security officer is not creditable. Automation skills required to produce reports. Retirement is mandatory at age 57 with at least 20 years of hazardous duty experience, which requires all officers to be appointed before reaching age 37. This position requires good physical health and agility. 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/>

HOW TO APPLY:

Submit a completed AO 78 - Application for Judicial Branch Federal Employment (<http://www.govjobs.com/Applications/ao-78.pdf>), a cover letter, copies of your last two performance evaluations, copies of your college transcript(s) and diploma(s) for your degree(s), and two examples of your written material. 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.

Send application marked **Confidential** to:

Chief U.S. Probation Officer
P. O. Box 847
Cheyenne, WY 82003

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

EQUAL OPPORTUNITY EMPLOYER

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