



UNITED STATES PROBATION OFFICE
DISTRICT OF WYOMING

Notice of Vacancy

Position Title:	United States Probation Officer Full-time/Regular, Excepted Service
Announcement No.:	2021-04
Location:	Cheyenne, Casper, and/or Lander, Wyoming
Opening Date:	September 13, 2021
Closing Date:	Open until filled
Salary Range:	Submissions received by October 8, 2021, will receive first consideration \$42,747 to \$100,739 (CL 25 to CL 28) Starting grade and salary commensurate with qualifications and experience Promotion potential to target grade of CL 28 without further competition

Introduction

The U.S. Probation Office for the District of Wyoming, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Officer. The Probation Office currently consists of 24 employees located in three divisional offices (Cheyenne, Casper, and Lander).

U.S. Probation Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise persons under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

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 implement the necessary treatment or violation proceedings through assessment, monitoring, and counseling. Refer defendants/offenders to appropriate outside agencies such as medical and drug treatment facilities, employment, and training.
- 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.

Qualifications

- **Minimum Education and Experience**

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.

- **Additional Education and Experience**

In addition to meeting the education requirements, applicants must also have additional qualifications in the amounts shown in the table below.

Classification Level	Minimum Education and/or Experience Requirements
CL25	One year of specialized experience equivalent to work at the CL23 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: <ul style="list-style-type: none"> • An overall "B" grade point average equaling 2.90 or better; • Standing in the upper third of the class; • 3.5 average or better in the major field of study; • Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
CL27	Two years of specialized experience, including at least one-year equivalent to work at the CL-25 OR completion of master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
CL28	Two years of specialized experience, including at least one-year equivalent to work at the CL-27.
<i>Specialized experience is 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.</i>	

- **Knowledge, Skills, and Abilities**

General knowledge of criminal justice system. Familiarity with federal probation and parole legal requirements, policies, and procedures. Basic knowledge of sentencing guidelines and applicable case law. Basic knowledge of investigative and supervision techniques. Understanding of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Ability to utilize available OPPS offender workforce development resources. Ability to organize, prioritize, compile, and summarize work within established time frames. Ability to follow safety procedures.

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

Ability to communicate effectively (orally and in writing) to individuals and groups, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders.

Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, scanners, fax machines, etc.). Skill in the use of computer software and automated systems to perform record checks, compile criminal history information, and conduct similar activities.

- **Maximum Entry Age and Medical Requirements**

First-time appointees for this position must not have reached their 37th birthday at the time of appointment. Applicants age 37 or older who have previous law enforcement experience in the Federal Employees Retirement System or Civil Service 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. Retirement is mandatory at age 57.

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 the person under supervision, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing 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 to arduous physical exertion, applicants must be physically capable. Any candidate the court is appointing to an officer position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. The medical requirements for probation officers and probation officer assistants are available for public review at www.uscourts.gov.

- **Preferred Qualifications**

Three years of specialized experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or law. An advanced degree in areas of study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration, or law.

Conditions of Employment

- Applicants must be a United States citizen or eligible for work in the United States.
- The selectee must successfully complete a background investigation, which includes a medical examination, credit check, and drug screening. In addition, the incumbent will be subject to 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.
- Work is generally performed in an office setting, where offenders with violent backgrounds are often present. Field supervision functions and procedures require incumbents to have contact in community areas with persons who have known violent backgrounds. *Frequent travel, including overnight, within and outside the district, is required.*
- Probation officers receive extensive local training and are also required to successfully complete a six-week intensive national training program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.
- Employees are required to use Electronic Fund Transfer (EFT) for direct deposit of pay.
- The selectee must show proof of COVID-19 vaccination prior to appointment.

Benefits

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, and federal holidays.

How to Apply

To be considered for this position, applicants are required to provide the following:

- Letter of interest, outlining experience as it relates to this position and specifying preferred duty station(s)
- Current resume
- Three professional references (name, address, and telephone number)
- [Application for Judicial Branch Employment - Form AO-78](#)
(Must be signed, dated, and include applicants date of birth)
- College transcript(s) (an unofficial copy is acceptable)
- Signed copies of the two most recent performance evaluations (if not applicable, include an explanation in your letter of interest)
- If you have military experience, a copy of your DD214 military discharge must be provided, including the type and date of discharge.

Submit the above documents in the format below:

1. Combine all documents in one PDF in the above order;
2. Save the single document by your name (Last Name, First Name);
3. On the subject line of the email, enter the announcement number and position title
4. Ensure your application is complete; and
5. Email the complete packet to monica_sandoval@wyp.uscourts.gov one time.

Applicants who do not follow instructions may not be considered.

Due to the volume of applicants, we will only communicate with those individuals who are selected for an interview and only applicants who are interviewed will receive a response regarding their application status.

Disclosures

- The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the announcement. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a current candidate from the original qualified applicant pool.
- Qualified applicants selected may be administered a written test.
- Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.
- A valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references and former employers.

The U.S. Probation Office is an Equal Opportunity Employer