U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania

Vacancy #15-07

Opening Date: February 9, 2015
Closing Date: February 28, 2015

U.S. Probation Officer

Location: Johnstown, PA
CL 25 ($40,317 starting - $64,564 ending) Table 31
CL 26 ($44,421 starting - $71,066 ending) Table 31
CL 27 ($46,835 starting - $76,152 ending) Table 01
CL 28 ($56,137 starting - $91,275 ending) Table 01

Starting Salary Based on qualifications and experience

Probation and Pretrial Services Office:
The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 15 U.S. District Judges and 6 U.S. Magistrate Judges. This vacancy is in the Johnstown Office, Suite 110, 319 Washington Street, Penn Traffic Building, Johnstown, PA 15901. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown). The incumbent will perform pretrial services, presentence and/or supervision functions. Travel is required as a duty function as well as for on-going professional development and training.

Representative Duties:

- 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 the process is the interpretation and application of policies and procedures, statutes, Federal Rules and Criminal Procedures, as well as U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.

- 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.

- 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 direction of the court as required.

- 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, as required.

- 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.

- 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. May be required to testify at court or parole hearings. Conduct Parole Commission preliminary interviews as assigned. 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 follow safety procedures.

- Ability to organize, prioritize work schedule, work independently and to exercise discretion. Ability to work under pressure of short deadlines

- Ability to interact and communicate effectively (orally and in writing) with the court, members of the bar, co-workers, and with people of diverse backgrounds.

- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, and database applications, and various other types of software.

Qualifications:

Completion of a bachelor's degree from an accredited college or university, with an overall "B" grade point average equaling 2.90 or better of a possible 4.0 in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, 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.

- A Master's degree in a related field is preferred.

- This professional line position involves analyzing and evaluating varied information from multiple sources forming conclusions, and taking or recommending courses of action. The application of theoretical and practical knowledge in this professional field is required at a high level that requires academic preparation as a minimum for acceptable performance in the position.

- Must possess the ability to communicate effectively, both orally and in writing.

- Must be able to follow rules, procedures, and the *Code of Conduct for Federal Employees*.

Experience:

- To qualify for a starting salary in CL 25 the incumbent must have one year of specialized experience.

- To qualify for a starting salary in CL 26 the incumbent must have a Master's degree in a related field *and* two years specialized experience.

- General experience is progressively responsible experience in such fields as investigation, counseling, and guidance of offenders in community corrections or pretrial programs or in closely allied fields such as an education guidance counselor, social worker, caseworker, or psychologist.

- Specialized Experience is experience gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, criminal investigations, or work in substance/addiction treatment. ***Experience as a police, custodial, or security officer, other than any criminal investigative experience, is <u>not</u> creditable.***

Hazardous Duty Requirements:

- Law enforcement officers are covered by the special retirement provisions of the Hazardous Duty Act. Retirement is mandatory at age 57 with 20 years of service due to the physical requirements of the position. First-time appointees to the position must not have reached their 37th birthday at the time of appointment.

- As a condition of employment, the selectee must successfully complete a background investigation, which includes a credit bureau check. 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.

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, long term care, long term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply:
Applicants who meet the qualifications, age, and physical fitness requirements *must* submit a cover letter, a resume, their past two performance evaluations, and an *Application for Judicial Employment* (AO78), found at http://www.pawp.uscourts.gov/careers/. Submit in PDF or Word format to: pawp_resumes@pawp.uscourts.gov Subject: Position #15-07. Failure to follow these instructions will result in disqualification.

Disclosures:

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Qualified applicants selected will be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- A driver's license is required to conduct work. A valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- No phone calls please.