



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



Vacancy #19-07

Opening Date: May 24, 2019
Closing Date: Open Until Filled
Preference Given to Applications Received by June 7, 2019 at 5 pm EDT

U.S. Probation Officer Assistant

Location: Pittsburgh, PA

CL 23 (\$40,332 starting to \$61,940 ending) Table PIT LEO

CL 24 (\$41,462 starting to \$65,424 ending) Table PIT LEO

CL 25 (\$44,036 starting - \$70,495 ending) Table PIT LEO

Starting Salary Based on qualifications and experience.
Promotion to CL25 without further competition.

Probation and Pretrial Services Office:

The Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania provides services to 12 U.S. District Judges and 6 U.S. Magistrate Judges. The Probation Office headquarters is located in the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown). Travel is required as a duty function as well as for on-going professional development and training.

Representative Duties:

- Assist officers in the performance of select investigations, including compiling criminal history profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of offenders and defendants.
- Under the guidance and direction of an officer, supervise select lower-risk caseloads of offenders/defendants which may include placing telephone calls, making home/office contacts and community/field contacts, and maintaining case files and case records.
- Conduct selected investigations as needed for pre-release/furlough, presentencing, and bail reports. Draft and submit selected reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of offenders/defendants
- Schedule and conduct urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain records and inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify as necessary, before the court or Parole Commission.
- Perform other duties as assigned.

Preferred 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, 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.

- General knowledge of the criminal justice system, knowledge of the practices and procedures used in probation/pretrial services, and relationships among the U.S. Courts, U.S. Parole Commission, Federal, Bureau of Prisons, U.S. Attorneys Office, Federal Defenders Office, and other organizations.
- Prior case management experience supervising and monitoring offenders/defendants.
- Demonstrated knowledge, experience and ability to understand and apply legal standards and the human relations expertise necessary to interact with offenders/defendants, their family members and others.
- Knowledge of evidence-based practices.

Minimum Qualifications:

- CL23 – High School graduation or equivalent and two years of general experience.
- CL24 – One year of specialized experience equivalent to work at CL23
- CL25 – One year of specialized experience equivalent to CL24

Experience:

- General Experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- Specialized Experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resource/payroll operations.

Education Substitution for General Experience Only:

- Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- **Education may not be substituted for specialized experience.**

Candidates Must Also Demonstrate:

- The ability to communicate effectively, both orally and in writing.
- The ability to follow rules, procedures, and the *Code of Conduct for Judicial Employees*.

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.
- Upon successful completion of a preliminary background screening, medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the court. Continued employment will be contingent on successful completion of the full background investigation.

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, 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 all qualifications must submit the following items online: <https://www.pawp.uscourts.gov/careers>

- Cover letter
- Resume that includes complete work and salary history, and education
- Your two most recent performance evaluations
- Application for Judicial Employment (AO78) available on our website

Applications will be considered complete when the required attachments are submitted online in the proper format and are received by Human Resources. Applications received after the closing date may not be considered.

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 may 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.