



## *Notice of Career Opportunity*



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

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**Position Title:** U.S. Probation Officer Assistant  
**Vacancy Number:** 21-07  
**Opening Date:** March 8, 2021  
**Closing Date:** Open Until Filled (More than one position may be filled)  
**Duty Station:** Erie, PA  
**Salary Range:** CL 23 – CL 25 (\$40,770 - \$71,243) RUS LEO  
Starting salary based on qualifications and experience

**First consideration given to applications received by March 26, 2021 at 5 p.m. EST.**

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#### **About the Office**

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 70 employees including probation officers and administrative support positions. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, and divisional offices are located in Erie and Johnstown.

#### **Mission Statement**

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

#### **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 those under supervision.
- Under the guidance and direction of an officer, supervise lower risk cases 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, presentence, 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 those under supervision.
- Schedule and conduct urinalysis tests for those under supervision, 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.

- Perform other duties as assigned.

### **Minimum Qualifications**

- To be eligible for appointment at a CL-23, the candidate must possess a high school degree or equivalent and two years of general experience.
- To be eligible for appointment at a CL-24, the candidate must possess one year of specialized experience equivalent to work at a CL-23.
- To be eligible for appointment at a CL-25, the candidate must possess one year of specialized experience equivalent to work at a CL-24.

### **Preferred Qualifications**

- Completion of a bachelor's degree from an accredited college or university in a related field of academic study, such as Criminal Justice, Criminology, Sociology, Social Work, Psychology, Counseling, Law, etc. Fields of psychology, social work, sociology, or any of the behavioral sciences are preferred.
- 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 Judicial Employees*.
- 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 those under supervision, their family members and others.
- Knowledge of evidence-based practices.

### **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.**

## **Maximum Entry Age**

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

## **Background Investigation**

- As a condition of employment, 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.

## **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 in PDF format online:

<https://www.pawp.uscourts.gov/careers>

- Letter of interest which includes a narrative statement that addresses your qualifications, skills and relevant experience.
- Detailed resume including education, previous employment and salary history
- Your two most recent performance evaluations
- Application for Judicial Employment (AO78) available on our website

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Applications received after closing date may not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

## **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 valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer
- No phone calls please.