



## *Notice of Career Opportunity*



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

**Position Title:** U.S. Probation Officer  
**Vacancy Number:** 21-11  
**Opening Date:** July 28, 2021  
**Closing Date:** Open until filled (positions may be filled in Pittsburgh, Erie, or Johnstown offices)  
**Duty Stations:** Pittsburgh, PA; Erie, PA; or Johnstown, PA  
More than one position may be filled  
**Salary Range:** **Pittsburgh, PA**  
CL 25 – CL 28 (\$45,853 starting - \$103,736 ending) PIT LEO  
**Erie, PA and Johnstown, PA**  
CL 25 – CL 28 (\$44,528 starting - \$100,739 ending) RUS LEO

Starting salary based on qualifications and experience.

**First consideration given to applications received by August 20, 2021, at 5 p.m. EDT.**

\*Transfers will be considered with the potential for a match to current classification level. Transfer applicants are encouraged to discuss their interest with their current chief and supervisor. This position is promotion eligible within this range without further competition.

#### **Probation and Pretrial Services 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.

#### **About the Position**

Probation Officers provide casework services to federal defendants and persons convicted of a federal offense who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole, and

supervised release. This involves the delivery of evidence-based correctional interventions to foster the person's lawful self-management and compliance with conditions of supervision.

### **Representative Duties**

- Conducts investigations and prepare reports for the Court to assist with its detention and sentencing decisions.
- Provides accurate, thorough, and objective information along with best judgement to the Court for the issuance of individualized, fair, and equitable Court orders.
- Monitors a person's compliance with the conditions of supervision and report to the Court allegations of non-compliance.
- Interacts with defendants and people under supervision with the values of affirmation, non-judgmental attitude, openness, empathy, and respect.
- Assesses and identifies general risk, risk to do harm, needs, strengths, and level of motivation, for defendants and people under supervision.
- Addresses substance abuse, mental health, domestic violence, and similar problems and implement the necessary course of action, through monitoring, restrictions, and interventions.
- Develops collaborative strategies/interventions to foster lawful self-management.
- May be asked to perform other duties as assigned by the Supervisor, Assistant Deputy Chief, Deputy Chief, and Chief Probation Officer.
- Travels to other locations within the district may be required at times with little to no advance notice.

### **Preferred Skills**

- Ability to organize, prioritize work schedule, work independently with minimal supervision.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to exercise impartiality and discretion with people under supervision and their family/support system.
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others.
- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.

### **Qualifications**

All officer positions require 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.

- A Master's degree in the field of psychology, social work, sociology, or any of the behavioral sciences is preferred.
- Ability to routinely work non-traditional hours.
- 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*.

## **Experience**

- To qualify for a starting salary in CL 25, the incumbent must have one year of specialized experience equivalent to CL-23 or Completion of a Bachelor's degree from an accredited college and superior academic achievement or completion of one year of graduate work in a field of study closely related to the position.
- To qualify for a starting salary in CL 27 the incumbent must have two years of specialized experience, including at least one year equivalent to the work at the CL-25; or completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree.
- To qualify for a starting salary in the CL-28 the incumbent must have two years of specialized experience, including at least one-year equivalent to work at the CL-27.
- 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, does not qualify as 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 at:

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

- Letter of interest
- Detailed resume including education, previous employment, and salary history
- Your two most recent performance evaluations

- Application for Judicial Employment (AO78)

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> in a fillable format. Please type or print all information, sign, and date forms where indicated. Incomplete packets will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

### **Disclosures**

- Applicants must be a 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 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 & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- 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
- Probation officers receive extensive local training and may be required to successfully complete a six-week intensive national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina.
- No phone calls please.