



Notice of Career Opportunity
U.S. Probation and Pretrial Services Office
Western District of Pennsylvania



Position Title: U.S. Probation Officer Assistant
Vacancy Number: 23-17
Opening Date: November 14, 2023
Closing Date: Open until filled
Duty Station: Pittsburgh, PA

Appointment Type: Permanent
Salary Range: CL 23 (\$45,030 starting – \$69,153 ending) Table PIT LEO
CL 24 (\$46,305 starting – \$73,027 ending) Table PIT LEO
CL 25 (\$49,166 starting – \$78,705 ending) Table PIT LEO

*Salary range is dependent upon experience, qualifications, and current compensation. Promotion potential at the discretion of the Chief U.S. Probation Officer without further competition. Salary matching not guaranteed.

First consideration given to applications received by December 8, 2023, at 5 p.m. EST.

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 U.S. Probation Office has over 80 employees including probation officers and administrative support staff. The U.S. Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices 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

U.S. Probation Officer Assistants work closely under the direction and guidance of U.S. Probation Officers. The incumbent provides technical and administrative support to probation officers in a wide range of areas, including assisting with compiling information for investigations; assisting with supervision of low-risk defendant and/or offenders; coordinating with collateral agencies, drafting reports and correspondence; and related duties.

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.
- Develop 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.
- Travel to other locations within the district may be required at times with little to no advance notice.
- Perform other duties as assigned.

Mandatory Qualifications

Minimum Required Education and/or Experience –

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

Selective Factors –

- Must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district.
- Must have solid analytical skills and excellent written and oral communication skills.
- Ability to organize and prioritize workload and schedule, work independently with little or no supervision, and work under pressure of short deadlines.
- Skill in using automated equipment, including mobile devices, computer and database applications, and typing proficiency is required.
- Ability to travel throughout the district is required at times.

Preferred Qualifications/Court Preferred Skills

- 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.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow rules, procedures, and the *Code of Conduct for Judicial Employees*.
- Prior case management experience supervising and monitoring justice involved individuals.
- 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.

Maximum Entry Age

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th 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>

Please reference position #23-17

- 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; and
- Your two most recent performance evaluations, if available; and
- 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 may 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.
- 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
- Only the most qualified individuals will be invited for a personal interview.
- No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.