



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



**Position Title:** U.S. Probation Officer  
**Vacancy Number:** 24-04  
**Opening Date:** February 5, 2024  
**Closing Date:** Open until filled  
*(The announcement may result in one or more selectees.)*  
**Duty Station:** Erie, PA  
**Appointment Type:** Permanent  
**Salary Range:** **Erie, PA**  
CL 25 (\$49,965 starting – \$79,964 ending) Table RUS LEO  
CL 27 (\$58,030 starting – \$94,338 ending) Table RUS  
CL 28 (\$69,551 starting – \$113,078 ending) Table RUS

**First consideration given to applications received by March 17, 2024, at 11:59 PM. EDT.**

\*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.

\*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.

### **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**

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 prepares 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 implements 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.
- 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 –**

All officer positions require completion of a bachelor's degree from an accredited college or university in a related field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. These may include Counseling, Criminal Justice, Criminology, Law, Social Work, Sociology, Psychology, etc.

### **Minimum Additional Education and/or Experience –**

In addition to meeting the required education identified above, applicants must also have additional education and/or specialized experience to qualify for this position – Specific classification (pay) levels are determined by the amount of additional education and/or specialized experience an applicant possesses. The additional education and/or specialized experience needed to qualify for each classification level is shown below:

#### **CL 25 –**

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

**Or**

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;

- “3.5” average or better in the major field of study; or
- Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

**Or**

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

**CL 27 –**

To qualify for a starting salary in CL 27 the incumbent must have two years of specialized experience; or completion of a master’s degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

**CL 28 –**

To qualify for a starting salary in the CL-28 the incumbent must have two years of specialized experience.

Specialized Experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. ***Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.***

**Selective Factors –**

- Ability to routinely travel and work non-traditional hours;
- Ability to provide routine contact with individuals who have known violent backgrounds, where contact is able to be made in both a generally controlled office setting, as well as in uncontrolled or unsafe neighborhoods/environments during field supervision activities;
- Ability to interact and communicate effectively (orally and in writing) with the Court, attorneys, treatment providers, co-workers, people of diverse backgrounds, and others;
- Must possess the ability to communicate effectively, both orally and in writing; and
- Must possess knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

**Preferred Qualifications/Court Preferred Skills**

- A Master’s degree in the field of psychology, social work, sociology, or any of the behavioral sciences is preferred.
- Ability to prioritize work schedule, work independently with minimal supervision, and 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.

- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.
- At least one year of community corrections or social services work (Entry level consideration).

## **Conditions of Employment**

### **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 and Medical Examination –**

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, a re-investigation 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 #24-04

- 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, 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 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.
- 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.
- 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.
- This Court is an Equal Opportunity Employer