



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	<b>United States Probation Officer (multiple positions)</b> <b>*CL 25/CL 27/CL 28</b> <b>Target Grade CL 28</b>
ANNOUNCEMENT #:	<b>14-20</b>
LOCATIONS:	<b>Amarillo, Lubbock and San Angelo</b>
CLOSING DATE:	<b>Open Until Filled</b>
STARTING SALARY:	<b>\$38,334 - \$90,375</b>

Promotional opportunity, based on performance, to target grade without further competition  
Salary offer will be commensurate with current salary

## DISTRICT SUMMARY

This district is one of the largest geographic areas in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas, Texas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area we have two additional offices, one located in the Westmoreland Park area of Dallas and the other in Arlington, TX.

## POSITION OVERVIEW

The U.S. Probation Office for the Northern District of Texas anticipates openings in our Amarillo, Lubbock and San Angelo offices for a U.S. Probation Officer. Each position will manage a caseload consisting of pretrial, presentence, and supervision clients. Duties will include but are not limited to:

- Making recommendations to the Court regarding bail
- Enforcing conditions of supervision
- Conducting presentence investigations
- Preparing reports
- Maintaining contact with defendants/offenders
- Assessing the defendant's/offender's living conditions and background

The ideal candidate will possess excellent writing and investigating skills, and have a good understanding of the criminal justice field.

## CLASSIFICATION REQUIREMENTS

Professional line positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge in a professional field at a level that requires specific academic preparation as a minimum for performance in the field.

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, or 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, is required for all probation or pretrial services officer positions.

In addition to meeting education requirements, applicants may also be required to have specialized experience.

To qualify for a CL 25 probation officer position (\$38,334 - \$62,307):

- A bachelor's degree with an overall GPA of 2.90 or higher

To qualify for a CL 27 probation officer position (\$46,365 - \$75,407):

- Two years of specialized experience, or
- Completion of a master's degree in a field of study closely related to the position of a U.S. Probation Officer or a Juris Doctor (JD) degree may substitute for the two years of specialized experience.

To qualify for a CL 28 probation officer position (\$55,579 - \$90,375):

- Currently employed as a CL 28 U.S. Probation Officer

“Specialized Experience” is defined as: 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, is not creditable.

#### **MINIMUM POSITION REQUIREMENTS**

- Skill in conducting legal research related to legal issues
- Excellent writing skills
- Skill in analyzing and summarizing legal concepts and issues
- Skill in legal reasoning and critical thinking
- Ability to follow safety procedures
- Ability to compile and summarize information within established time-frames
- Ability to organize and prioritize work, work independently with little or no supervision, and exercise discretion
- Ability to work under pressure of short deadlines
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds
- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software
- Ability to be innovative and creative in order to contribute to a positive work environment

#### **PREFERRED SKILLS**

- Two years of criminal investigation experience that may be achieved through the work of a child protective services investigator, county probation officer, forensic accountant, computer forensics investigator; an attorney, or any other career involving criminal investigation.

#### **HAZARDOUS DUTY REQUIREMENTS**

Prior to appointment, the selectee(s) considered for this position will undergo a medical examination, credit and criminal history check, drug screen, and a 10-year scope background investigation. Upon successful completion of the credit and criminal history check, medical examination, drug screening, and 10-year background investigation; the selectee(s) may be appointed. In addition, as a condition of continued employment, the incumbent(s) will be subject to ongoing random drug screenings, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Officers are covered by the special retirement provisions of the Hazardous Duty Act for law enforcement officers. Retirement is mandatory at age 57 with at least 20 years of hazardous duty experience, which requires all officers to be appointed before reaching age 37. For more information please visit: <http://www.uscourts.gov/fedprob/introduction.htm>



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The incumbent(s) will be required to train for six weeks at the Federal Law Enforcement Training Center located in Charleston, South Carolina. For more information please visit: <http://www.fletc.gov/>

## **BENEFITS**

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage, long term disability coverage, 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 the classification, minimum position, and hazardous duty requirements should submit a resume (two page limit) of their professional experience and educational background along with a cover letter (two page limit).

**United States Probation  
Human Resources - #P14-20 (USPO - Amarillo/Lubbock/San Angelo)  
Attn: Human Resources Manager  
E-mail: [human\\_resources@txnp.uscourts.gov](mailto:human_resources@txnp.uscourts.gov)**

## **DISCLOSURES**

- 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.
- U.S. Probation reserves the right to fill multiple positions from this announcement
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus, drug test, and medical examination.
- As a condition of employment, the incumbent must successfully complete an initial ten-year scope background investigation and every five years thereafter will be subject to an updated investigation.
- Applicants will be subject to a writing and skills test.

***We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.***

***Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application at this time.***