# CAREER OPPORTUNITY

## UNITED STATES PROBATION OFFICE
## Texas Northern

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| **POSITION TITLE:** | United States Probation Officer<br>CL 25, 27/CL 28<br>Target Grade: CL 28 |
| **ANNOUNCEMENT NUMBER:** | 17-01 |
| **DUTY STATION:** | Ft. Worth, Arlington or Dallas, Texas |
| **OPEN DATE:** | 09/26/2016 |
| **CLOSING DATE:** | 10/31/2016 |
| **STARTING SALARY:** | $40,911 - $96,480 |

*Promotional opportunity, based on performance, to target grade without further competition. Multiple positions may be filled through this announcement.*

***Transfer applications from other districts are welcomed.***

**DISTRICT MISSION STATEMENT**
We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

**DISTRICT SUMMARY**
The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest 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 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 one additional office located in Arlington, TX.

**POSITION OVERVIEW**
The successful applicant(s) should possess, or be capable of acquiring, through in-house training, the skills, talents, and knowledge to succeed in all three officer disciplines: Pretrial Services, Presentence Investigation and Report Writing, and Post-Conviction Supervision. Officers may be required to travel to other divisional offices and destinations for work related reasons. Officers must have the ability and availability to work during evening hours

as needed. Officers must have access to a car for travel when a government car is not available, and be legally authorized to drive. This position will report to a Supervising U.S. Probation Officer.

Job responsibilities may include, but are not limited to:

- Conducting investigations and preparing reports for the court.
- Interpreting and applying policies and procedures, statutes, Federal Rules of Criminal Procedures, U.S. Sentencing Guidelines, Monographs and relevant case law.
- Enforcing court-ordered supervision components and implementing supervision strategies.
- Maintaining personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Addressing substance abuse, mental health, domestic violence, and similar problems and implementing the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Responding to judicial officer's request for information and advice. Testifying in court as to the basis for factual findings, policies and practices and guideline applications.
- Applying evidence based practices in the management of a supervision caseload, including risk assessment and application of manualized supervision techniques such as cognitive based treatment, motivational interviewing, and/or STARR.
- Documenting case activity in a thorough and professional manner.

**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 ($40,911- $66,541) A bachelor's degree with an overall GPA of 2.90 or higher

To qualify for a CL 27 probation officer position ($49,506 - $80,494): 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. If the applicant qualifies for a CL 27 utilizing education as a substitute for experience, the incumbent will be ineligible to progress to the CL 28 level until two years of specialized experience has been achieved.

To qualify for a CL 28 probation officer position ($59,338 - $96,480): 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 complex and difficult legal issues.
- 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.
- Knowledge of and ability to assess risks and needs and apply evidence based practices to effectively supervise cases
- 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 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; 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.

## U.S. Probation is an Equal Opportunity Employer

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 about the role of a Probation and Pretrial Services officer, please visit:

**http://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer**

**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:

1. Submit a cover letter (two page limit).
2. Submit a resume (two page limit) citing professional experience and educational background.
3. Submit the two most recent performance evaluations.
4. Submit a completed Probation Officer Application (AO-78). Please note the additional documents that are required to complete the process (listed on page one of the application).
5. Proceed to https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=17-01 to upload all required documents and answer final application questions.

**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, medical examination, and may be required to take a strengths and skills assessment
- 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 receive an automated reply acknowledging receipt of the application. Incomplete packets will not be considered.**

**If you have any questions please contact us.**

We appreciate your interest in employment and thank you for making U.S. Probation your employer of choice

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