



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	United States Probation Officer Specialist- Lead Officer Safety Instructor CL 29
ANNOUNCEMENT #:	17-04
LOCATIONS:	Dallas/Fort Worth Metroplex
OPEN DATE:	November 15, 2016
CLOSING DATE:	November 30, 2016
STARTING SALARY:	\$71,489 to \$116,225 (Pay Table - DFW)

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 United States Probation Office for the Northern District of Texas anticipates an opening for a Lead Officer Safety Instructor. Officer Safety Instructors serve under the direction of U.S. District Judges through the Chief U.S. Probation Officer. The incumbent will be required to be certified as a Safety Instructor through FLETC if not already certified. The incumbent duties will include but are not limited to:

- Designing, coordinating, and presenting Officer Safety Training as outlined by local policy and in accordance with national guidelines provided by the PPSO Training Academy at FLETC
- Designing, coordinating, and presenting Support Staff Safety Training
- Ensure that the district has a sufficient number of safety instructors and that the instructors attend FLETC training
- Ensure each office has a safety coordinator to assist in building evacuation planning and defibrillator training
- Audit the district's safety training program to ensure consistency, effectiveness and compliance with local and national policy
- Maintain inventory of district's safety related training equipment, i.e., the red man equipment, strike bobs, mats, and audio visual equipment.
- Provide detailed list of safety training needs, including estimated costs, annually to the executive team for approval. Work closely with procurement and budget team for procurement of approved safety/training related items.
- Update and maintain the district's safety policies and training records electronically
- Serve as the district's point of contact with FLETC and other federal agencies regarding staff safety issues

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- Perform administrative duties related to the area of specialty
- Ability to work collaboratively with the District's Lead Firearms Instructor and Assistant Firearms Instructors to enhance the overall safety program
- Willingness to work collaboratively with the Executive and Leadership Team to enhance the safety of all staff
- Maintain a caseload with a minimum of 50% specialized cases, meeting or exceeding standards of core duties in all areas of work for the past 12 months
- Any additional special projects/initiatives related to staff safety

CLASSIFICATION REQUIREMENTS

Qualifications for U.S. Probation Officer Specialists are prescribed by the Judicial Conference of the United States.

Minimum qualifications for this position are:

- At least one year as a CL 28 probation/pretrial services officer in the U.S. Courts
- Current safety certification from FLETC, or the ability to obtain FLETC certification in an expedited manner

PREFERRED SKILLS

- A current or recent member of a safety team
- Dual FLETC certification as a safety and firearms instructor
- CPR/First Aid Certification
- Excellent written and verbal communication skills
- Prior experience in developing and presenting training curriculum

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) describing your idea(s) of improving the safety and expertise of TXN team members.
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 are listed on page one of the application).
5. Proceed to <https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=17-04> 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.

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

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