



# CAREER OPPORTUNITY

## UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

### Texas Northern

<b>POSITION TITLE:</b>	<b>United States Probation Officer</b>
<b>GRADE:</b>	<b>CL 25, CL27, CL 28</b> <b>Target Grade: CL 28</b>
<b>ANNOUNCEMENT NUMBER:</b>	<b>24-10</b>
<b>LOCATION:</b>	<b>Amarillo</b>
<b>OPEN DATE:</b>	<b>07/10/2024</b>
<b>CLOSING DATE:</b>	<b>Open until filled (Preference given to those who apply before 08/11/2024)</b>
<b>STARTING SALARY:</b>	<b>\$49,965 - \$113,078 (Tables <b>RUS</b>, and <b>RUS LEO CL-21 through CL-26</b>). Salary matching is not guaranteed.</b>

*Promotional opportunity to target grade and permanent appointment without further competition based on upon demonstrating the ability to carry out the duties of the role.*

### 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, stakeholders, 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 United States Probation & Pretrial Services Office for the Northern District of Texas is a learning organization. We encourage each other to use our 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 team members 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 are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is 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. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

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**POSITION OVERVIEW**

The United States Probation & Pretrial Services Office for the Northern District of Texas is soliciting for a Probation Officer in the Amarillo Division. 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, and would be required to work in at least two of the three disciplines. 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 be in the Amarillo Division in the Northern District of Texas.

**Job responsibilities include, but are not limited to:**

- Conducting investigations and preparing reports for the court, including pretrial and presentence investigation reports.
- Interpreting and applying policies and procedures, statutes, Federal Rules of Criminal Procedures, U.S. Sentencing Guidelines, Guides, and relevant case law.
- Enforcing court-ordered supervision components and implementing supervision strategies.
- Maintaining personal contact with defendants and persons under supervision. Investigating 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 officers' requests for information and advice.
- Testifying in court as to the basis for factual findings, policies and practices and guideline applications.
- Applying evidence-based practices through authoring Presentence and Bail Reports and 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 Staff Training Aimed at Reducing Rearrest (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, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

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In addition to meeting education requirements, applicants at each grade level must also have additional education or specialized experience as outlined below.

**“Specialized Experience”** is defined as: 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, custodial, or security officer, other than any criminal investigative experience, is not creditable.

To qualify for a CL 25 probation officer position (\$49,965 - \$79,964), one year of specialized experience is required or, completion of a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average (GPA) equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. 3.5 GPA or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or
4. 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
5. Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

To qualify for a CL 27 probation officer position (\$58,030 - \$94,338), 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 is required. 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 (\$69,551 - \$113,078), the incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL 27 level.

#### **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.

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- 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.

### **COURT PREFERRED SKILLS**

Preference will be given to applicants who can demonstrate the following: Two years specialized experience with an emphasis in case management related to probation, pretrial services and/or parole, or through work as a child protective services investigator, forensic accountant, computer forensics investigator, or any other career involving criminal investigation. This includes preparing presentence reports for the court and/or supervising defendants/persons under supervision. Supervision experience should include knowledge of evidence-based practices in community corrections, including, but not limited to, risk assessment, risk-based supervision, and cognitive behavioral treatment.

### **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 defendants and persons under supervision who present physical danger to officers and to the public. In the supervision, treatment, and control of such individuals, 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, 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.

The incumbent(s) will be required to train for up to six weeks at the Federal Law Enforcement Training Center located in Charleston, South Carolina.

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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 and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, paid parental leave, a pre-tax reimbursement program, eleven federal holidays, and mandatory Electronic Funds Transfer for payment of net pay. More benefits information may be found [here](#).

## HOW TO APPLY

Applicants who meet the classification, minimum position, and hazardous duty requirements should:

1. Submit a cover letter (**two-page limit**) discussing:
  - a. Why are the roles and functions of U.S. Probation Officers important to society?
  - b. How do you practice work-life integration?
2. Submit a resume (**two-page limit**) citing professional experience and educational background.
3. Submit your two most recent performance evaluations.
4. Submit a [current AO 78 application](#). Questions 19, 20, and 21 on the application must be answered. If the AO 78 application is not current (3/24 revision), the application for this opportunity will be rejected. Please note the additional documents related to military service that may be required to complete the process (listed on page one of the application).
5. Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=24-10>

*Note: This system will not let you continue without uploading all documents. If you fail to provide the required documents, your application package will be considered incomplete and may not be considered.*

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to [HR@txnp.uscourts.gov](mailto:HR@txnp.uscourts.gov) from your university or college, or
- Regular mail or overnight courier to:

**U.S. Probation - HR Department**  
**1100 Commerce Street, Room 1329**  
**Dallas, TX 75242**

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**DISCLOSURES**

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the announcement.
  - Not to fill the position listed in this announcement.
  - To fill multiple positions from this announcement.
- Applications will be accepted from U.S. Citizens and non-Citizens as allowed by appropriations and statute.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources office if an accommodation is necessary.
- 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.
- Employees are appointed to excepted service and serve at the pleasure of the Court.

Questions regarding this announcement may be directed to [hr@txnp.uscourts.gov](mailto:hr@txnp.uscourts.gov). Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found here:



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