

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	Probation Officer Specialist	Announcement #:	15-PO-01
Appointment Type:	Full-time; permanent		
Location:	Beckley, Bluefield, Charleston, or Huntington, WV		
Starting Salary:	CL-29 (\$66,093 – \$82,642 per year) <i>Starting CL/salary is based on education, experience and qualifications.</i>		
Opening Date:	October 1, 2014		
Closing Date:	Open until filled. Applications received by October 14, 2014 receive first consideration.		
Open To:	All qualified applicants		

Job Summary

This position reports to the Supervisory Probation Officer of the Court Services Unit. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type (i.e. high-dollar fraud, sex-offender, high publicity, mental health, violent history, cybercrime, etc.), and serve as local experts on cases of this type. Probation officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation officer assistants and other staff.

Representative Duties:

- Perform investigative responsibilities for offenders/defendants in both general and high-risk/specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases related to pretrial/presentence services. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization in the Court Services Unit. Assist in developing policies and proposals to provide needed services.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation practices of offenders/defendants in area of specialization in the Court Services Unit.
- Track developments in the law and update staff and the court as appropriate.

- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and make recommendations to the court.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court, probation office, defense bar and U.S. Attorney's Office. Maintain detailed written records of case activity.
- Regularly consults with and advises Supervisory Probation Officer of the progress and/or needs associated with issues relating to Court Services Unit.
- Assists in identifying and evaluating training needs, evaluating available resources, and developing and conducting training programs in conjunction with the Supervisory Probation Officer. Assists in developing, designing, and presenting training to the Court Services Unit.
- Perform administrative duties regarding area of specialty and Court Services. Provide advice, consultation, and program vision and direction and make proposals to the management team.

Qualifications:

Three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U. S. Courts is required.

Specialized experience is 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.

In addition, applicants must:

- have extensive knowledge in pretrial/presentence investigative services;
- have the ability to assume and delegate responsibility, inspire confidence, secure cooperation, embrace diversity, exercise sound judgment, flexibility, understand the importance of delivering high quality customer service, and serve as a member of a team; and
- demonstrate leadership by showing initiative to engage in project management and establish programs which help to achieve the organization's mission and vision.

Physical Requirements and Maximum Entry Age:

The duties of probation 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 these 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.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may be disqualifying.

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 officer 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.

Special Requirements for Probation Officers:

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 of a complete OPM background investigation. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, 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 medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers, and officer assistants are available for public review at <http://www.uscourts.gov/>.

Employee Benefits:

Probation officers are covered by the Court Personnel System and are entitled to benefits that include mandatory participation in the Federal Employees' Retirement System and Social Security, voluntary participation in Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

Information for Applicants:

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

Application Process:

Submit a cover letter and résumé to the email address below. To receive first consideration application materials must be received by the close of business **October 14, 2014**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

U.S. Probation Office –WV Southern District

Attention: Vacancy # 15-PO-01

Email: Korin.Parsons@wvsd.uscourts.gov

The United States Probation Office is an equal opportunity employer and values diversity in the work place.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
