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

# EMPLOYMENT OPPORTUNITY

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| **Position:** | United States Probation Officer |
| **Type of Appointment:** | Full-time; permanent |
| **Location:** | Location within the Southern District of West Virginia is to be determined. More than one position may be filled. |
| **Announcement Number:** | 11-PO-02 |
| **Starting Salary:** | CL 25/01-CL 25/25<br>$39,522-$49,029 per year<br>Commensurate with qualifications |
| **Opening Date:** | February 14, 2011 |
| **Closing Date:** | Open until filled |

**Representative Duties:**

The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Testifies in court as to the basis for factual findings and guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Through personal contact with offenders in office and community visits and by telephone, the incumbent supervises offenders to maximize adherence to imposed conditions, to reduce risk to the community, and to provide correctional treatment.

The incumbent investigates persons charged with federal criminal offenses and makes recommendations on the amount of bail and the conditions to be met by the defendant if released.

Additionally, he or she supervises defendants released on bail to monitor and intervene to modify behavior to reduce potential for revocation and helps those needing assistance by referring them to the appropriate community or governmental agencies.

**Qualifications:**

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.

A minimum of one year of 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 is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. In addition, applicants must have solid analytical skills and excellent written and oral communication skills. Computer skills and typing proficiency are also required.

**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 by the court. 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 participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with employer match), 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), annual and sick leave programs, 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 cover letter, detailed resume, and salary history by mail to the address below. To receive maximum consideration, application materials must be received by the close of business March 4, 2011. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Nancy Woodall
(Vacancy Announcement 11-PO-02)
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**AN EQUAL OPPORTUNITY EMPLOYER**