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

# EMPLOYMENT OPPORTUNITY

| | |
|---|---|
| **Position:** | Probation Officer Assistant |
| **Type of Appointment:** | Full-time, temporary appointment for one year and one day. Permanent employment is possible without further competition. |
| **Location:** | Location within the Southern District of West Virginia is to be determined. More than one position may be filled. |
| **Announcement Number:** | 11-PO-01 |
| **Starting Salary:** | CL 23/01-CL 23/25<br>$36,183-$43,964<br>Commensurate with qualifications |
| **Opening Date:** | February 14, 2011 |
| **Closing Date:** | Open until filled |

**Representative Duties:**

A Probation Officer Assistant serves in a judiciary law enforcement position under the direction and guidance of a Supervisory Probation Officer. The incumbent provides technical and administrative support to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, conducting urinalysis tests of offenders/defendants of the same gender following established procedures and protocols, and performing other similar duties.

**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. 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 and probation officer assistants 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 disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

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**

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 and officer assistants are available for public review at http://www.uscourts.gov/.

**Employee Benefits:**

Probation Officer Assistants 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 to 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-01)
P.O. Box 2546
Charleston, WV 25329-2546

**AN EQUAL OPPORTUNITY EMPLOYER**