

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

EMPLOYMENT OPPORTUNITY

Position:	Probation Officer Assistant <i>(This is a Federal Law Enforcement Officer – LEO position)</i>	Announcement #: 21-PO-01
Appointment Type:	Full-time; Regular	
Duty station:	Beckley, or Bluefield, WV; to be determined. More than one position may be filled.	
Starting Salary:	CL 25 LEO Scale (\$44,528 - \$71,243 per year) <i>Starting CL/ salary is based on education, experience and qualifications.</i>	
Promotion Potential:	To U.S. Probation Officer position CL 27 -28, without further competition	
Opening Date:	January 11, 2021	
Closing Date:	Open until filled. Applications received by February 15, 2021 receive first consideration.	
Open To:	All qualified applicants	

JOB SUMMARY

The U.S. probation officer assistant (POA) serves in a judiciary law enforcement position under the direction and guidance of a supervisory U.S. probation officer. The incumbent provides technical and administrative support to probation officers in a wide range of areas, including assisting with compiling information for investigations; assisting with supervision of low-risk defendants and/or offenders; coordinating with collateral agencies, drafting reports and correspondence; and related duties. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. Limited travel is required.

REPRESENTATIVE DUTIES

- Under the guidance of a probation officer, supervises a select caseload of defendants and/or offenders, which requires contact by telephone, in the office, and in the field. Maintains case files and detailed chronological records of activity on pretrial and post supervision cases. Investigates employment, sources of income, lifestyle, and associates, to assess risk and determine compliance.
- Assists officers with investigations for prerelease/furlough, presentences, and pretrial services reports; which may include compiling criminal histories and profiles, running records checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provides officers with accurate and factual information to assist in the completion of their reports.
- Reports defendant's/offender's substance abuse, mental health, domestic violence, and similar problems to supervising officer so that necessary treatment or violation proceedings can be addressed with the Court. Observes and reports to supervising officer on the lifestyle, personal problems, and needs of defendants/offenders.
- Under the guidance of a probation officer, responds to judicial officers' requests for information and may occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Collects and conducts urine screens on defendants/offenders of the same gender and maintains chain of custody records.

- Conducts collateral investigations and drafts and submits collateral reports, which may entail making telephone, office, and/or field contacts. Performs record keeping.
- Operates various criminal justice, law enforcement, and probation automated systems.
- Complies with established training and safety standards and participates in appropriate training programs.
- Performs other appropriate duties as assigned.

QUALIFICATIONS

To qualify, an applicant must be a high school graduate or equivalent with two years of general experience, and at least one year of specialized experience in a related field. *Specialized experience* includes progressively responsible experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automated software for word processing, data entry or report generation. Education above high school can be substituted for the two years of general experience on the basis of one academic year equals one year of general experience.

COURT PREFERRED QUALIFICATIONS

At least two years of specialized experience in a related field, and a bachelor's degree in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, 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. General knowledge of the criminal justice system, knowledge of the practices and procedures used in probation/pretrial services, and relationships among the U.S. Courts, U.S. Parole Commission, Federal Bureau of Prisons, U.S. Attorney's Office, Federal Defenders Office, and other organizations. Excellent computer knowledge, with experience in the Windows operating environment and Microsoft Office software knowledge, with ability to produce a high volume of material accurately. Knowledge of automated systems used for conducting background checks. Excellent oral and written communication ability with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously. Detail oriented with strong organizational skills. Dependable with commitment to regular attendance and the ability to work beyond traditional office hours, if needed.

PHYSICAL REQUIREMENTS

The duties of 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 officer assistants 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 officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officer assistants 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 a candidate. 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.

MAXIMUM ENTRY AGE

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.

U.S. probation officer assistants participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). The incumbent is subject to mandatory retirement at age 57 with 20 years of Federal law enforcement service.

SPECIAL REQUIREMENTS

This position is a high-sensitive position, which requires successfully completing a ten-year background investigation. 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.

EMPLOYEE BENEFITS

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses)
- Long Term Care Insurance Program
- Professional Liability Insurance reimbursement
- Periodic salary increases

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

Qualified applicants should submit an application packet to Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov, referencing vacancy **#21-PO-01 POA** in the subject line. The packet should include:

- Cover letter,
- Current résumé,
- Unofficial copy of college transcripts, and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (also available on the court's website at www.wvsc.uscourts.gov/careers).

To receive first consideration application materials must be received by **February 15, 2021**. 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.

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

<p>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.</p>
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