

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

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Probation Officer	<b>Announcement #:</b>	21-PO-02
<b>Appointment Type:</b>	Full-time; Regular		
<b>Duty station:</b>	Beckley, or Bluefield, WV; to be determined. More than one position may be filled.		
<b>Starting Salary:</b>	CL 27 – 28 (\$51,709 - \$100,739 per year) <i>Starting CL/ salary is based on education, experience and qualifications.</i>		
<b>Promotion Potential:</b>	Up to CL 28, without further competition		
<b>Opening Date:</b>	January 11, 2021		
<b>Closing Date:</b>	Open until filled. Applications received by <b>February 15, 2021</b> receive first consideration.		
<b>Open To:</b>	All qualified applicants		

**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 **and** at least one of the following are required:

- One year of *specialized experience* (see below) equivalent to work at the classification level 23;
- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or

- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) can be substituted for the above experience or academic achievements.

*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** considered creditable experience.

**Applicants must have solid analytical skills and excellent written and oral communication skills. Skill in using automated equipment, including mobile devices, computer software and database applications, and typing proficiency is required.**

### **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 37<sup>th</sup> 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**

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@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov), referencing vacancy **#21-PO-02 USPO** 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.wvsd.uscourts.gov/careers](http://www.wvsd.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.*

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.
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