

**UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF ALABAMA
PROBATION OFFICE**

VACANCY ANNOUNCEMENT

Announcement No.: 2015-04	Date: June 12, 2015
Title: U.S. Probation Officer Investigative Unit	Classification Level: CL25-CL28 Salary Range: \$38,704 - \$92,763
Location: To Be Determined	
Location Expenses: Funds Not Available	Closing Date: June 29, 2015 ¹

Introduction

The U.S. Probation Office for the Northern District of Alabama is seeking qualified applicants for the position of U.S. Probation Officer. The incumbent serves in a judiciary law enforcement position and assists in the administration of justice and promotion of community safety, gathers information, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The incumbent will perform presentence investigative duties.

Duties and Responsibilities

1. Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as 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*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
2. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar issues.
3. Respond to judicial officers' request 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

¹This position is open until filled. Preference will be given to applicants who submit completed applications by close of business on Friday, June 29, 2015.

court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

4. 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 the Mandatory Victims Restitution Act.
5. Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offender/defendant investigations.
6. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
7. Other duties as assigned by the Chief Probation Officer.

Qualifications:

Qualified applicants must have 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, law, or business/public administration, and at least one year of specialized experience to qualify at the entry level of CL-25. A Master's degree related to one of these fields is preferred. A minimum of three years specialized experience gained in such fields as probation, pretrial services, parole corrections, criminal investigation, substance abuse/addiction treatment, or mental health treatment is preferred.

Specialized experience is described as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction, probation and/or pretrial programs. Experience in closely allied fields such as education, guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Educational Experience:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social services may be substituted for one year of the specialized experience; or completion of the a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences of a Juris Doctor (J.D.) degree may be substituted for two years of specialized experience.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience or actual work experience under this section.

The incumbent must demonstrate effective communication skills and sound ethics and judgment, possess the ability to organize and prioritize work assignments, be able work independently with little supervision, and to work under pressure of short deadlines, have the ability to work harmoniously with others in a team-oriented work environment; be proficient in problem solving and identifying alternative solutions; and possess the ability to make timely and effective decisions. Proficiency in typing and computer usage is highly desirable.

Miscellaneous:

Applicants must be U.S. citizens or be eligible to work in the United States.

Because officers must effectively deal with potential physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. First-time appointees must not have reached their 37th birthday at the time of appointment.

Newly appointed officers will be required to attend a physically and mentally demanding six-week orientation at the Federal Law Enforcement Training Center in Charleston, SC.

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 favorable suitability determination by the court. In addition, as conditions of employment, incumbent must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an FBI fingerprint and background check, and retention in the position will depend upon a favorable suitability determination. Incumbent will also be subjected to ongoing random drug screening, 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 are available at www.uscourts.gov/fedprob/officers.html.

More than one position may be filled from this announcement without further advertising.

Application Procedure:

Please send a letter of interest prior to the close of business on June 29, 2015, outlining experience as it relates to the stated duties, responsibilities, and preferred skills of this position. In addition, all candidates for this position must submit the following:

- a current resume
- signed copies of the last two performance appraisals
- three (3) professional references
- a copy of college transcripts
- an original writing sample (see below*)

It is preferred that application materials be emailed in PDF, Word, or WordPerfect format to barbara_monge@alnb.uscourts.gov. If mailing, faxing, or hand delivering, application materials must be received prior to the close of business on June 29, 2015, at the following address:

Ms. Barbara Monge
Human Resources Officer
Robert S. Vance Federal Building
1800 Fifth Avenue North, 2nd Floor
Birmingham, AL 35203
Fax Number: (205) 716-2970

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time, any of which may occur without prior written notice. Applicants selected for further consideration will be contacted.

***Original Writing Sample:**

All applicants must provide an original writing sample that addresses the following question. (Please limit your response to no more than two (2) typed pages.) Describe your philosophy on teamwork and how you have shown a commitment to the mission of your current or most recent employer.

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