United States District Court
District of Oregon—Probation Office

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ACTING CHIEF U.S. PROBATION OFFICER

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VACANCY ANNOUNCEMENT #13-14

U.S. PROBATION OFFICER

(full time, excepted service position)

Court Personnel System Classification Levels: CL 25 – CL 28
Salary Range at $41,665 - $94,333 depending on experience, qualifications, and current compensation.
Promotion potential at the discretion of the Chief U.S. Probation Officer without further competition.
Salary matching not guaranteed.

OPENING DATE: 12/9/2013 CLOSING DATE: 1/6/2014

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for a United States Probation Officer in the Portland, Oregon office. By statute, Probation Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. Officers may guide the work of Probation Officer Assistants and other staff. This position will involve assignment as a presentence writer.

Representative Duties:

- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders 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, statues, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, monographs, and relevant case law. Tracks legal developments, and updates staff and the Court.
- Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment of violation proceedings, through assessment, monitoring, and counseling.
- Schedules and conducts drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officers' request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the Court.

- Investigates and analyzes financial documents and activities and take appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with *Mandatory Victims Restitution Act.* Responsible for enforcement of home confinement conditions ordered by the Court, and in some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assesses offenders' level of risk and develops a blend of strategies for controlling and correcting risk management.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. Guides the work of staff providing administrative and technical assistance to officer. Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Education Requirements

Completion of a bachelor's degree from an accredited college or university is required for all probation officer positions. Fields of academic study may include 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.

Minimum Qualifications

One year of specialized experience, which 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 investigate experience, is not creditable. For applicants with federal experience, the one year of specialized experience must, at a minimum, be equivalent to work at CL-23;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.

2. Standing in the upper third of the class.

3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.

4. 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 (18 semester or 27 quarter hours) of graduate work in a field of study closely related to the position.

Preferred Qualifications

In addition to the minimum qualifications, preference will be given to applicants with at least two years of specialized experience and applicants who can demonstrate the following skills and abilities:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement, and collateral agency personnel at different government levels, and community service providers.
- Ability to think through, analyze, and interpret written communications; and
- Strong organizational skills and attention to detail.

Medical Requirements

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 to operate a firearm, 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.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at http://www.uscourts.gov.

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 in 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 the 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 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.

Benefits

The U.S. District Court is part of the Judicial Branch of the United States government and its staff governed by the Court Personnel System. Employees earn sick and annual leave, and can elect health and life insurance benefits; tax-deferred retirement savings plan, and may apply for long-term care, long-term disability insurance, and participate in a flexible benefit program. Employees are covered by the Federal Employees Retirement System. Neither OPM nor civil service regulations apply to court appointments. Time in service with other federal agencies and prior military service will be taken into consideration when computing leave accrual and retirement benefits. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Additional Information

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

Application Process

To apply, submit a letter of interest, chronological resume, "unofficial" university transcripts together with an Application for Employment and a list of 3 professional references to the address below or send via email (pdf preferred, but Word will be accepted) to ORP_HR@orp.uscourts.gov. These items should arrive at the Probation Office no later than 4:30 p.m. on Monday, January 6, 2014. Application forms are available on the District of Oregon's Probation website at http://www.orp.uscourts.gov in fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

U.S. Probation Officer, Portland Office
Human Resources Department
U.S. Probation Office, United States Courthouse
1000 S.W. Third Avenue, Suite 340
Portland, OR 97204-2902

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

Qualified applicants will be subject to preliminary credit, employment, and criminal history background checks.

U.S. Probation reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. More than one position could be hired from this posting.

Prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening, and must successfully complete a ten-year background investigation. 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, 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.

Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the *Immigration Reform and Control Act of 1986*.

The United States Probation Office for the District of Oregon is an Equal Opportunity Employer