



VACANCY ANNOUNCEMENT
No. 2014-05
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

POSITION: Probation Officer Assistant
(Permanent; Full-Time Appointment)

LOCATION: Louisville, Kentucky

SALARY RANGE: CL 25 (\$39,931 - \$63,904)
(based upon education and experience)

ISSUE DATE: March 31, 2014

CLOSING DATE: April 25, 2014

The United States Probation Office, United States District Court, Western District of Kentucky is accepting applications for the position of United States Probation Officer Assistant. This position will be located in the **Louisville** office. The United States Probation Office provides coverage for 53 counties in Western Kentucky. There are five offices in the Western District of Kentucky (Louisville, Bowling Green, Owensboro, and Paducah, Kentucky, as well as in Clarksville, Tennessee). **This vacancy is contingent upon budget availability.**

By statute, probation and pretrial services officers and assistants serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

Representative Duties

The Probation Officer Assistant performs a full range of duties and responsibilities including, but not limited to the following:

- Under the guidance of a probation officer, supervise a caseload of low-risk offenders which may include contact by telephone and in the office. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with less complex presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.
- Assists with pretrial services, under the direction of the supervisory officer, in duties to include attending court, conducting interviews, completing investigations, preparing reports, and providing other assistance as required.
- Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders. Assist in the development of community resources to meet those needs.

- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone and/or office contacts. Perform record keeping.
- Collect and conduct urine tests on offenders of the same gender, and maintain appropriate records.
- Assists in the development of community resources, community service, and employment resources to meet the special needs of offenders.
- If bilingual or multilingual, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

Qualifications and Experience

To qualify, an applicant must be a high school graduate or equivalent with 2 years of general experience, and at least 2 years 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.

Court Preferred Qualifications

A Bachelor's Degree from an accredited college or university with a major in criminal justice, criminology, psychology, sociology, human relations, business or public administration or related field of study.

Physical Requirements and Maximum Entry Age / Other Conditions of Employment

U.S. Probation Officers and Assistants are covered under law enforcement retirement as defined in Title 5, U.S.C. Chapters 83 and 84. In order to be included under federal law enforcement officer provisions, an individual would have to meet "maximum entry age provisions as follows": First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.

For an applicant with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

Law enforcement retirement provisions require mandatory separation once an employee meets age and service requirements (age 57 with at least 20 years of qualifying service).

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 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, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov/>.

The duties of U.S. Probation Officers and Assistants require investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties could require moderate to arduous physical exercise, including prolonged period of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers may 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 arduous physical exertion, applicants must be physically capable of effectively performing these duties and are subject to fitness for duty examinations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

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.

Application Process:

Candidates must submit a letter of interest which addresses your particular skills and experience, and how those skills can contribute to this position, current resume, copy of unofficial high school and college transcripts, and a list of three references by April 25, 2014, to:

U.S. Probation Office
Attn: Human Resources
400 Gene Snyder U.S. Courthouse
601 W. Broadway
Louisville, KY 40202-2277

-or-

connie_ulery@kywp.uscourts.gov

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office is an Equal Opportunity Employer.

All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).