



**VACANCY ANNOUNCEMENT
No. 2010-02**

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

POSITION: United States Probation Officer

LOCATION: Hopkinsville, Kentucky

SALARY RANGE: CL 23 to CL 28 \$36,183 - \$89,481
(based upon education and experience)

ISSUE DATE: June 24, 2010

CLOSING DATE: July 9, 2010

The United States Probation Office, United States District Court, Western District of Kentucky, Hopkinsville Division, is accepting applications for the position of United States Probation Officer. More than one position may be filled for the Hopkinsville location from this posting.

The Probation Officer conducts investigations and prepares reports for the U.S. District Court with recommendations for sentencing individuals convicted of federal offenses; interprets and applies U.S. Sentencing Commission guidelines and relevant case law; supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity.

Representative Duties

- Under guidance and direction of a Supervising U.S. Probation Officer, establishes solid practices in conducting 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. Tracks legal developments, and updates staff and the court.
- Under the guidance and direction of a Supervising Probation Officer, practice and strengthen probation case management to enforce court-ordered supervision components and implement supervision strategies. 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 problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

- Under the guidance and direction of a Supervising Probation Officer or DATS Officer, gain basic knowledge of drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody or urinalysis testing materials. Respond to judicial officer's 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 court. Maintain detailed written records of case activity. May conduct search and seizure at the direction of the court, under guidance of Supervising U.S. Probation Officer, and in conjunction with a senior officer.
- Under the guidance and direction of a Supervising Probation Officer, establish skills to investigate and analyze financial documents and activities and take appropriate action. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court, and may perform home confinement conditions ordered by the court.
- Under guidance and direction of a Supervising Probation Officer, establishes skills to analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Establish skills to assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correction risk management.
- Under the guidance and direction of a Supervising Probation Officer, establish knowledge of and communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' / defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and made recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Other duties as assigned.

Factor 1, Required Competencies (Knowledge, Skills and Abilities)

- General knowledge of the roles and functions of the federal probation and/or pretrial services offices, including general knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshal Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- General knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. General knowledge of federal law and the criminal justice system, particularly as it relates to federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- General knowledge of automated / internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center and ATLAS).

- General knowledge of investigative techniques and skill in investigating offenders'/defendants' background activities, finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of techniques for motivation and negotiation.
- General knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- General knowledge about legal research related to sentencing and supervision. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Written and Oral Communication/Interaction

- Ability to communicate effectively, (orally and in writing) with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders / defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders / defendants and their families / support systems, and others for the purpose of supervision and investigation. At this level, most written communication for presentation to judicial officers is checked by a supervisor or senior officer.

Information and Technology and Automation

- General skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to interpret and analyzing data from a variety of investigative databases.

Factor 2, Primary Job Focus and Scope:

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and presentence investigations, supervise offenders / defendants, make recommendations to the court, evaluate needs and conditions, and maximizes the protection of the public. This level will require the assistance and oversight by supervisors or senior officers. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration.

Factor 3, Complexity and Decision Making:

The job involves making decisions within the context of professional standards, broad policies, and general goals. Probation / Pretrial services officers at this level gather and analyze information to determine or recommend the best course of action through discussion with their supervisor. At this level, the officer will

require consultation and/or concurrence of the supervisor. While the officer exercises some judgment and decision making, significant problems are discussed with supervisor.

Factor 4A, Interactions with Judiciary Contacts:

The primary judiciary contacts are other probation / pretrial services staff, judicial officers, staff of other court units for purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files. However, contact between judges and officers at this level, as opposed to the CL 27 & 28, is generally more restricted due to their lower level of expertise.

Factor 4B, Interactions with External Contacts:

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders' / defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities.

Factor 5, Work Environment and Physical Demands:

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhood / environments where illegal activities and violence may occur).

Qualifications

A Bachelor's Degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration. An advanced degree is preferred.

Court Personnel Classification level requirements:

- CL 23 -- Bachelors Degree
- CL 25 -- Bachelors Degree with one year specialized experience
- CL 27 -- Bachelors Degree with two years specialized experience
- CL 28 -- Bachelors Degree with three years specialized experience

Specialized Experience: Progressively responsible experience following 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 is not creditable.

Educational Substitutions: Completion of one academic year (30 semester or 4 quarter hours) of graduate education in a field of study closely related to the position is qualifying at CL-25. Completion of a Master's degree in a field of study closely related to the position or Juris Doctor degree, is qualifying at CL-27.

Physical Requirements and Maximum Entry Age:

Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First-time appointees must not have reached their 37th birthday at the time of appointment.

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/>.

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation.

Application Process:

Candidates must submit a letter of interest which addresses their particular skills and experience, and how those skills can contribute to this position, along with a current resume by July 9, 2010, to:

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

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.