



**VACANCY ANNOUNCEMENT
No. 2008-02**

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

POSITION: United States Probation Officer

LOCATION: Louisville, Kentucky

SALARY RANGE: CL 23 to CL 28 \$34,368 - \$84,913
(based upon education and experience)

ISSUE DATE: April 15, 2008

CLOSING DATE: April 30, 2008

The United States Probation Office, United States District Court, Western District of Kentucky, Louisville Division, is accepting applications for the position of United States Probation Officer.

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

- ▶ Conducts investigations and prepares reports for the court with recommendations for release or detention as it relates to bond, and for sentencing of individuals convicted of federal offenses. Depending on the type of report, these reports require interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

- ▶ Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.
- ▶ Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- ▶ Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- ▶ Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment, and training.
- ▶ Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- ▶ Conducts preliminary interviews and other investigations as required.
- ▶ Maintains a detailed written record of case activity.
- ▶ Work in a team-based environment.
- ▶ Should be able to multi-task.

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 April 30, 2008.

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.