



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

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VACANCY ANNOUNCEMENT
KYWP 2024-02

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- POSITION:** Probation Officer Assistant
(Permanent; Full-Time Appointment)
More Than One Position May Be Filled
- LOCATION:** Bowling Green (Western District of Kentucky)
- SALARY RANGE:** CL 25 to CL 26 (\$49,965 - \$88,045)
(Starting Salary Based Upon Education, Experience and Qualifications)
Promotion potential is possible within these ranges without further competition.
- ISSUE DATE:** May 31, 2024
- CLOSING DATE:** June 14, 2024, (3:30 pm Eastern)

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

By statute, probation officer assistants serve in a judiciary law enforcement position under the direction and guidance of a Supervisory Probation Officer. The incumbent will provide technical support and assistance to probation officers in a wide range of areas, including assisting with compiling information for investigations, assisting with supervision of persons under supervision, preparing and drafting reports and correspondence, appearing in court for violation proceedings and sentencings, and related duties.

Representative Duties

The U.S. 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, in the office, and in the field. 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, office, and/or field 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 Requirements

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, business or public administration or related field of study and one year specialist experience - 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:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or
- Election to membership in 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 (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

Specialized Experience

Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Physical Requirements and Maximum Entry Age / Other Conditions of Employment

U.S. Probation Officers 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 must undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally pending a favorable suitability determination by the Court after completion of an extensive background investigation, which will begin on the day of the provisional appointment.

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. Retention in this position will depend upon favorable suitability determination of the initial and subsequent background investigation(s).

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/>.

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 their skills and experience and how those skills can contribute to this position, along with:

- **Resume**
- **AO 78 – Application for Judicial Employment in its entirety including Optional Background Information (Questions 18 – 20 are required for this position as well as Date of Birth). The AO78 can be found at www.kywp.uscourts.gov**
- **Three (3) Professional References**
- **Unofficial College Transcripts**

-electronically only to-

employment@kywp.uscourts.gov

NOTE: All materials / documentation must be sent as one complete pdf attachment.

Should travel be required, applicants selected for interviews must travel at their own expense.

**Interviews Are Tentatively Scheduled for June 25, 2024
(Interviews will be in person in the Bowling Green, KY., Office)**

ALL INTERVIEW DATES ARE TENTATIVE AND COULD BE SUBJECT TO CHANGE

***One or More positions may be filled from this posting without further advertising.**

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).