



**VACANCY ANNOUNCEMENT  
No. KYWP 2020-02**

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

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**POSITION:** United States Probation and Pretrial Services Officer  
(Permanent; Full-Time Appointment)

**LOCATION:** Bowling Green (Western District of Kentucky)

**SALARY RANGE:** CL 25 to CL 28 (\$44,066 - \$99,762)  
(based upon education and experience)  
Promotion potential is possible within these ranges without further competition.

**ISSUE DATE:** September 9, 2020

**CLOSING DATE:** October 9, 2020

**Current U.S. Probation and Pretrial Services Officers seeking a lateral transfer are encouraged to apply.**

The United States Probation Office, United States District Court, Western District of Kentucky is accepting applications for the position of United States Probation and Pretrial Services Officer. 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 and pretrial services officers 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. Officers may guide the work of probation / pretrial services officer assistants and other staff. Officers perform duties that involve pretrial services and probation case work.

**Representative Duties**

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

- Conducts 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, U.S. Sentencing Guidelines, Guide to Judiciary Policy (Monographs), and relevant case law.
- Tracks legal developments, and updates staff and the court.

- Enforces court-ordered supervision components and implement supervision strategies. Maintains personal contact with defendants and 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 implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedules and conducts drug use detection tests of offenders/defendants, following established procedures and protocols. Maintains computerized records of test results. Maintains chain of custody or urinalysis testing materials. Responds to judicial officer's 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 electronic records of case activity. May conduct search and seizure at the direction of the court.
- Investigates and analyzes financial documents and activities and take appropriate action. Ensures compliance with Mandatory Victims Restitution Act. Responsible for enforcement of location monitoring conditions ordered by the court.
- 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 (monitoring, restricting and intervention) to manage risk and address need.
- Communicates 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. Identifies and investigates violations and implement appropriate alternatives and sanctions. Report 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. 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.

### **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.

Court Personnel Classification level requirements:

- CL 25 -- Bachelor's Degree with one-year specialized experience
- CL 27 -- Bachelor's Degree with two years specialized experience
- CL 28 -- Bachelor's 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 officer, 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, could be qualifying at CL-27.

- Understand the main components of a computer, including input and output devices.
- Understand the function of communication devices such as smartphones and tablets.
- Understand the role of Operating Systems, programs, and apps.

### **Court Preferred Qualifications**

- Master's Degree from an accredited college or university in a field of academic study such as criminology, psychology, sociology, human relations, business or public administration or related field of study.
- Knowledge of Evidence-Based Practices in community corrections.

### **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 37<sup>th</sup> 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 upon completion of a full background investigation. 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 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. Daily, 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.

During their first year of duty (or when classes become available), probation officers receive extensive local training and must also successfully complete a six-week intensive national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina.

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 (which can be found at [www.kywp.uscourts.gov](http://www.kywp.uscourts.gov))**
- **Three (3) Professional References**
- **College Transcripts**

**–electronically only to–**

[employment@kywp.uscourts.gov](mailto:employment@kywp.uscourts.gov)

**NOTE: Please include all the material as one complete pdf attachment.**

**Applicants selected for interviews must travel at their own expense.**

**Due To COVID-19 First Interviews Are Tentatively Scheduled For  
The Week of October 26, 2020, via zoom**

**Second Interviews Will Be In Person (depending on COVID-19 restrictions) And  
Will Be Scheduled During The Week of November 9, 2020**

***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).