

**VACANCY ANNOUNCEMENT**

**U.S. PROBATION OFFICE**

**EASTERN DISTRICT OF PENNSYLVANIA**

**VACANCY:** #16-08

**POSITION:** U.S. Probation Officer Assistant

**LOCATION:** Philadelphia, PA

**OPENING DATE:** June 20, 2016

**CLOSING DATE:** July 11, 2016

**TARGET GRADE:** CL 25 - \$41,866-\$68,046; salary will be determined based on qualifications

**JOB SUMMARY**

The Probation Officer Assistant serves in a judiciary law enforcement position under the direction and guidance of a probation officer or supervisor. The incumbent provides technical and administrative support to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

**REPRESENTATIVE DUTIES:**

- Under the guidance of a probation officer, supervise a caseload of low-risk offenders requiring 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.
- 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.

- 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**

Candidates are required to be high school graduates or equivalent and possess a minimum of one year of specialized experience. A Bachelor's Degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any of the behavioral sciences is preferred.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 years or older who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Candidate must have sufficient computer skills to be able to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology; good written and verbal communication skills; knowledge of the practices and procedures used in probation services; and, knowledge of legal terminology. In addition, must have the ability to organize, prioritize, compile and summarize work within established time frames. Given the professional nature of the position may be required to work, at times, in excess of 40 hours per week including nights and weekends without additional compensation.

### **TO APPLY**

Resume and cover letter should be e-mailed to:

[PAEPdb\\_ProbationMail@paep.uscourts.gov](mailto:PAEPdb_ProbationMail@paep.uscourts.gov)

\*Please include Vac. #16-08 in the subject line.

\*\*Please include official college transcripts prior to interview

\*\*\*Please complete the Declaration for Federal Employment and Federal Judicial Branch Application for Employment prior to interview, which can be found at <http://www.paep.uscourts.gov/job-opportunities>

Or mailed to:

Chief U.S. Probation Officer  
Attn: Human Resources Specialist  
Suite 2400, Federal Office Bldg.  
600 Arch Street  
Philadelphia, PA 19106

## **SELECTION PROCESS**

Applicants will be considered on the length and quality of experience and demonstrated performance. The process will include an interview, review of each candidate's personnel file, input from applicant's immediate supervisor, and senior management. Selection will be in accordance with the Equal Employment Opportunity Plan for the U.S. District Court, Eastern District of Pennsylvania.