

VACANCY ANNOUNCEMENT
U.S. PROBATION OFFICE
EASTERN DISTRICT OF PENNSYLVANIA

VACANCY: #15-06
POSITION: United States Probation Officer
LOCATION: Allentown, Philadelphia and Reading, PA
OPENING DATE: October 11, 2015
CLOSING DATE: October 30, 2015
TARGET GRADE: CL 27

JOB SUMMARY

By statute, the Probation Officer serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Probation Officer may guide the work of officer assistants and other staff. Incumbent performs duties that involve general probation cases, with supervisory guidance.

REPRESENTATIVE DUTIES:

- Conduct investigations, prepare reports, and make recommendations to the court. Interview offenders/defendants and their families, and collect background data from various sources. Interpret and apply policies, procedures, and statutes, *Federal Rules of Criminal Procedures*, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- 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 work with appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct 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 of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, as warranted. Serve as a resource to the court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Enforce location monitoring conditions ordered by the court, and perform location monitoring reintegration on behalf of the Bureau of Prisons, as applicable.

- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Work with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (such as 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. Discuss violations with Supervisory Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.

QUALIFICATIONS

To qualify for the position of U.S. Probation Officer, a person must possess a Bachelor's degree in related subject/category and two years of directly related experience (or Master's degree); must be less than 37 years of age. Preferred skill fluent in Spanish.

TO APPLY

Resume and cover letter should be e-mailed to:

PAEPdb_ProbationMail@paep.uscourts.gov

*Please include Vac. #15-06 in the subject line.

**Please include official college transcripts

***Please complete the Declaration for Federal Employment and Federal Judicial Branch Application for Employment application 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

IMPORTANT

Selected applicants will be contacted for an interview. In addition, successful applicants subject to security clearance, pre-appointment drug testing and medical certification. Employees will be

subject to updated security clearance and random drug testing. New officers will attend and have to satisfactorily complete four or six weeks at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina with the first year of employment. More than one position may be filled via this announcement. Selection will be in accordance with the Equal Employment Opportunity Plan for the U.S. District Court, Eastern District of Pennsylvania.