UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF PENNSYVANIA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW

POSITION:	**UNITED STATES PROBATION OFFICER**
LOCATION:	**Harrisburg, PA**
STATUS:	**Full-time/Provisional to Permanent, pending a favorable suitability determined by the Court.**
STARTING SALARY*:	**Classification Level (CL) 26/27/28 ($44,421 to $91,275)** ***Starting salary depends on education and experience**
CLOSING DATE:	**December 4, 2015. Applicant packages must be received by the closing date to be considered**
ANNOUNCEMENT NO:	**2016-01**

IMPORTANT NOTE:

The starting salary is dependent on qualifications and experience. The U.S. Probation Office also reserves the right to require the position to be relocated due to staffing, workload, or budgetary constraints. The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. Multiple vacancies may be filled from this posting.

JOB SUMMARY:

This position is located in the Harrisburg Probation Office of the U.S. District Court. 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 perform duties that involve general pretrial services or probation cases. The incumbent is subject to general supervision from a supervisory probation officer and an assistant deputy chief probation officer.

REPRESENTATIVE DUTIES:

• Conducts presentence and pretrial services investigations. Conducts bail investigations on defendants charged with federal offenses to assess the risks of nonappearance and danger. Evaluates information and prepares a report for the judge prior to the initial hearing with an assessment of non-appearance and danger to the community. A recommendation regarding bail

and/or release or detention of defendant is included in this report. Supervises defendants released on bail or pretrial diversion to ensure compliance with the conditions of release/diversion.

• Notifies the court and the U.S. Attorney's office of any violations.

• Develops a supervision plan and maintains a detailed record of case activity.

• Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans.

• Maintains personal contact with offenders. Investigates employment, sources of income, life style and associates to assess risk and compliance. Through assessment and counseling, responsible for detection of substance abuse problems and implements the necessary treatment or violation proceedings of offenders. Refers offenders to appropriate outside agencies, such as medical and drug treatment facilities, and employment and training sources.

• Initiates contacts with, replies to, and seeks information from organizations and persons (i.e., 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 written reports on these violation matters, and makes recommendations for disposition. Testifies at court or parole hearings.

• Conducts preliminary interviews and other investigations, as required.

• Mandatory evenings and weekend work may be required for mission critical tasks. Some training and travel, including overnight stays is required.

• May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.

• Performs related duties and all other duties as assigned.

QUALIFICATIONS:

Required Education

Completion of 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, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation or pretrial services officer positions.

Preferred Skills and Qualifications:

• Completion of an advanced degree from an accredited university is preferred.

- Possess good writing and oral communication skills and the ability to work independently and professionally.

- Possess the ability and desire to work effectively with offenders.

Required Experience:

CL-26	Two years of specialized experience, including at least one year equivalent to work at the CL-25 level or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
CL-27	Same as above for CL-26
CL-28	Two years of specialized experience, including at least one year equivalent to work at the CL-27.

Specialized Experience:

Progressively responsible experience, gained after the 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, other than any criminal investigative experience, is not creditable.

Medical Requirements and Maximum Entry Age:

The duties of probation and pretrial services officers and officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers and officer assistants 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 and officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers and officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify the applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech

abnormalities. Pursuant to Judicial Conference policy, the final applicant for the position will undergo a drug screening and medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. This could take several weeks. The medical requirement and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants may be obtained at:

http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/Officers.aspx

Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. A full background investigation will be completed by the Office of Personnel Management (OPM) once the incumbent has entered on duty as a provisional hire. If the OPM report reflects any findings of a negative nature or disqualifying actionable issues, suitability will be reconsidered by the Chief District Judge and the Chief U.S. Probation Officer and continued employment as a U.S. Probation Officer could be terminated.

Employees will be subject to ongoing random drug screenings, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be also subject to subsequent fitness-for-duty evaluations.

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 and over who have previous law enforcement officer 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 officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement. This is a hazardous duty position and as such, you will be subject to mandatory separation based on age if you are occupying this position at age 57.

Out of District Specialized Training:

If not already serving as a U.S. Probation/Pretrial Services Officer, newly appointed officers to the position of U.S. Probation Officer will be required to attend a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina. This is an intensive training program that focuses on officer safety tactics, firearms instruction, and related skills.

Other Conditions of Employment

» Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

» 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 provided to each employee. Fully appointed U.S. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C. § 3602(a).

» Applicants must be citizens of the United States or be eligible to work in the United States.

» This position is subject to mandatory electronic direct deposit of net salary payment.

» The Probation Office provides reasonable accommodations to applicants with disabilities.

Benefits

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan
- Eligibility for private long term disability plan options
- Credit for prior government service

Reasonable Accommodation

If an applicant requires a reasonable accommodation for any part of the application process, please notify the Human Resources Specialist at (570) 207-5844.

How To Apply

Please forward your application package to:

United States Probation Office
Attention: Office of Human Resources (Job Announcement #16-01)
235 North Washington Avenue
Room 107
Scranton, PA 18503

To be assured consideration for this position, all required documents listed below must be included in your application package. You must reference the vacancy announcement number in your letter of application.

1. Letter of application that describes your interest in pursuing this position;
2. Completion of the form AO-78-Federal Judicial Branch Application of Employment; the application can be accessed at:

http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment

3. Résumé with three references;
4. Copies of college transcript(s). Transcripts must include grade point average;
5. Completed Knowledge, Skills, and Abilities (KSAs); and,
6. Copies of two most recent performance based evaluations.

Please note the following information:

- The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.
- Candidates progressing beyond the initial interview phase may be tested for eligibility.
- Only applicants who are interviewed in person will receive a written response regarding their application.
- The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants.

The United States Probation Office is an Equal Opportunity Employer

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Position: Probation Officer

Location: Harrisburg, PA

The submission of the supplemental statement (KSAs) is critical in the application process and is not to exceed three type-written pages.

Applicants are to discuss each topic separately, in writing, as follows:

1. Describe your knowledge, skills, and abilities that are relevant to the fields of probation/supervision, pretrial services, corrections, counseling, or case management.

2. Describe your ability to handle pressure and stress in a dynamic and changing environment.

3. Describe your ability to work in a professional environment with a variety of individuals (offenders, defendants, judges, attorneys, and other law enforcement officials).