United States Probation and Pretrial Services Office, Eastern District of Arkansas

United States Probation Officer **Job Announcement Number: 2014-07**

TRANSFER OPPORTUNITY
INTERNAL VACANCY ANNOUNCEMENT
WITHIN THE JUDICIARY

2014 Salary Schedule Table 01:
CL 27: $46,365 to $75,407
CL 28: $55,579 to $90,375

Position Overview:

The U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas is seeking applications for a U.S. Probation Officer who wishes to transfer within the judiciary. This mission critical position will conduct pre-bail investigations, pre-sentence investigations, supervise pretrial defendants, and post conviction offenders. The U.S. Probation Officer provides instructions and guidance to defendants and offenders and provides overall oversight of defendants and offenders to ensure compliance with court imposed conditions, directives, or guidelines. Irregular working hours, including weekend work, may be required to support the Court and defendants and offenders. In-state and out-of-state travel is required.

This position will be considered a lateral transfer. A lateral transfer is considered an officer's current classification level (up to a CL 28) and step from their current pay table to Pay Table 01.

Opening Date: Thursday, August 21, 2014

Closing Date: Friday, September 5, 2014 (or until filled*)

*Preference will be given to applications submitted by Friday, September 5, 2014.

Position Location: There are three offices within the Eastern District of Arkansas: Pine Bluff, Jonesboro, and Little Rock. This position is for the Little Rock office.

The U.S. Probation Office for the Eastern District of Arkansas offers some distinct advantages:

- A collegial bench that fully supports the mission of the U.S. Probation and Pretrial Services Office;

-Kiplinger.com ranks Little Rock one of the "Great Places to Live, 2013". "It has amenities of a larger city but is small enough that you can feel part of the diverse community." Little Rock is home to eclectic neighborhoods, museums, fine-art galleries, as well as boating, and fishing areas.

- According to Forbes.com, the region is the second best "Bang-for-the-Buck" city and the nation's seventh best place for jobs.

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Education and Professional Work Experience Requirements:

All probation or pretrial services officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, counseling, social work/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. The specialized experience requirements for each classification level are as follows:

CL 27: A minimum of two years of specialized experience, including at least one year equivalent to work at the CL-25 level or the completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree to qualify at the CL 27 level.

CL 28: A minimum of two years of specialized experience including at least one year equivalent to work at the CL-27 level to qualify at the CL 28 level.

Specialized Experience: Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Experience in fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse specialist, and correctional researcher may constitute a portion of the specialized experience.

Educational Substitutions: Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

Starting salaries depend on education and experience. At the discretion of the Chief U.S. Probation Officer, and based on experience and performance, promotional potential is possible within these ranges without further competition.

Preferred Skills and Qualifications:

Completion of an advanced degree from an accredited university is preferred. Additional preferred skills include fluency in a foreign language, proficiency in Microsoft Office, licensure or certification in a behavior science (LSMSW, CADC, LPC, etc.) or any other skills/licensures that are relevant to the duties of a probation officer.

Desirable Characteristics:

A substantial personal contact with Judicial Officers, staff, the public, and other agencies is required. Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be

flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

Our organization is looking for happy (positive outlook and want to serve others), helpful (fully involved self-starter who utilizes skills independently and interdependently), curious (embraces learning to be an expert in our changing field), accountable (not about deadlines as much as about clear expectations designed to produce results), and to be good to great at what you do.

Disclosure Information:

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Please disclose the name(s) of a relative(s) or a close associate(s), who has been or who is currently a defendant or an offender in the federal, state, or local probation or parole system. Explain his\her relationship to you. Please disclose any circumstance, situation, or information in your background that may be relevant to the consideration process, including, but not limited to, criminal history and financial history. The disclosed information will not automatically preclude you from employment as a United States Probation Officer. This information will, however, be considered by the Court and the Court Unit Executive to determine your suitability for the position.

If you are unsure about what should be disclosed, if anything, submit the information to G. Edward Towe to be evaluated. Please provide specific details including dates. Submit this confidential information directly to G. Edward Towe, Chief United States Probation and Pretrial Services Officer, 600 W. Capitol Street, Suite A226, Little Rock, Arkansas 72201. **Do not** include your confidential letter with your application documents. Please write 'CONFIDENTIAL' on the envelope and on the letter. It is your responsibility to fully disclose all information that may affect your appointment, if you are recommended for the United States Probation Officer position.

Miscellaneous:

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM investigation. However, all applicable standards for background reinvestigations apply. The Chief U.S. Probation Officer of the receiving district may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, determines an officer is unable to perform the essential job functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on the officer may be examined.

Application Procedures:

Applicants must submit a cover letter, copies of your last two performance evaluations, three professional references, and a detailed resume to apply for this position. Applicant packets will

not be considered complete until all of the items listed above have been received by Human Resources. The complete position description is attached. The job vacancy announcement is posted on the careers page at http://www.arep.uscourts.gov. Electronically transmit your application documents to arepdb_humanresources@arep.uscourts.gov.

Application documents must be received no later than 5:00 p.m., September 5, 2014. Facsimiles will not be accepted.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement or to fill the position earlier than the closing date, any of which actions may occur without prior written notice. Hiring may be constrained by budgetary considerations. Due to the expected high volume of applicants for this position, the U.S. Probation Office will only contact qualified individuals identified for pre-employment testing or interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select from the original qualified applicant pool.

An Equal Employment Opportunity Employer

United States Probation and Pretrial Services Office, Eastern District of Arkansas

Position Description

Job Title	United States Probation Officer, Classification Levels 27\28
Occupational Group	Professional Line (Law Enforcement)

Job Summary

The U.S. Probation Officer serves the U.S. District Court in the Eastern District of Arkansas. This mission critical position will conduct pre-bail investigations, pre-sentence investigations, supervise pretrial defendants, and post conviction offenders. The U.S. Probation Officer provides instructions and guidance to defendants\offenders and provides overall oversight of defendants\offenders to ensure compliance with court imposed conditions, directives, or guidelines. This position may be assigned to the Jonesboro, Pine Bluff, or to the Little Rock office. Irregular working hours, including weekend work, may be required to support the Court and to assist defendants\offenders. In-state and out-of-state travel is required.

Education and Professional Work Experience Requirements

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling, psychology; social work; sociology; juris doctorate; criminology; or criminal justice. This position requires a minimum of two (2) years of specialized experience in counseling, rehabilitation, or in the treatment of adults or juveniles. The specialized experience must be obtained after the baccalaureate degree was officially conferred. This required experience may be in a clinical, correctional, or social setting. There is no substitute for the specialized experience.

Administrative support duties will not be accepted for the specialized experience. Knowledge of federal pretrial, pre-sentence, and supervision of adult offenders\defendants is preferred. A degree that relies primarily upon credit for life experience, rather than academic course work, will not qualify nor substitute for the required education or experience as discussed in this section. Experience as a police, custodial, or security officer, other than investigative experience, is not creditable.

An applicant cannot have reached his\her thirty-seventh (37th) birthday at the time of appointment to the position, except for current probation officers and assistants who transfer to this district. A background investigation, a credit check, a pre-employment medical examination, and a drug screen are required, except for currently employed probation officers and assistants who transfer to this district. The candidate must be a United States citizen or eligible to work in the United States.

U.S. Probation and Pretrial Services Office, Eastern District of Arkansas

Position Description: United States Probation Officer

A high degree of integrity, analytical acumen, and good judgment are critical to be successful as an officer. Strong verbal and writing skills are required. Competent computer skills in a windows environment are required. Bilingually fluent in English and Spanish is a plus but, that language skill is not required.

United States Probation Officer Job Duties and Responsibilities

Maintain a working knowledge of national, statutory, federal judiciary, and local Court policies, procedures, and administrative practices.

Maintain and comply with the Judicial Code of Conduct for Judicial Employees, and the regulations regarding Gifts, Outside Earned Income, Honoraria, and Employment.

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 officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity.

Pretrial

Gather and verify background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the court. Information is gathered through interviews with the defendant, arresting authorities, U. S. Attorney's office, family, and the community. The officer will use law enforcement automated criminal records systems to obtain and to verify information. Drug testing and substance abuse assessments are performed.

Interview defendants, evaluate information, and prepare a report to the judge prior to the initial hearing. A recommendation regarding bail and/or release or detention of defendant is included in the report. Recommendation includes: prior convictions, ability of defendant to post bond, community ties, possibility of substance abuse, flight risk, and potential danger to the community.

Supervise defendants\offenders according to the ordered conditions of release. Develop a supervision plan to include regular telephone contacts, home visits, community contacts, and drug testing. Assist defendant\offender with appropriate referrals to community and governmental agencies for medical help, food, shelter, etc. Coordinate and monitor defendant's\offender's contact with community resources.

Supervision intervention conducted with the defendant to modify behavior, to reduce the potential for revocation. Notify the court and the U.S. Attorney of any violations.

Prepare petitions and/or reports to the court recommending revocation or modification of the conditions of release. Attend and may testify at court hearings (initial, detention, or violations) to provide additional information and to keep abreast of the case status and requirements.

Pre-Sentence

Serve as a resource to the court to facilitate proper imposition of sentence. Investigate and prepare reports for the court with sentencing recommendations for individuals convicted of federal offenses.

An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update the Court and unit staff.

The preparation process will require: interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The pre-sentence investigation process will: collect information on the offender's background, assess the probability of future criminal behavior, restitution capability, and the offender's ability to pay fines and costs of prosecution, incarceration, and cost of supervision. Interpret and apply the U.S. Sentencing Commission guidelines and relevant case law.

Present the pre-sentence report and recommendations to the court. Respond to judicial officer's request for information and advice. Provide testimony on investigative findings and guideline applications. Analyze objections and determine appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Supervision

Supervise offenders to ensure compliance with court-ordered conditions, minimize risk to the community, and provide correctional and\or rehabilitative treatment. Develop a supervision plan and maintain a detailed, current case activity record or chronology.

Maintain contact with offenders through office and community visits and by telephone. Investigate employment, other sources of income, lifestyle, and associates to assess risk and compliance.

Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refer offenders to appropriate outside agencies such as medical and drug treatment facilities, employment counseling and training.

Contact, respond to, and request information from organizations, the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Investigate violations and report condition violations to the appropriate authorities.

Factor 1: Required Competencies (Knowledge, Skills, and Abilities)

Broad knowledge of the correctional rehabilitation of defendant\offender populations, through a working knowledge of national, statutory requirements, federal probation and pretrial services, local Court policies and procedures, and administrative practices. Knowledge of policies and procedures includes the applicable federal judiciary monographs for pretrial, presentence, and supervision, substance abuse treatment, mental health, location monitoring, etc.

Skill and ability is needed to design an assessment instrument to evaluate compliance with programs and services for quality assurance purposes. An assessment tool may include development of an interview questionnaire to collect data from defendants\offenders, their families and other stakeholders. The probation officer will interview persons with various backgrounds, their families, and others in the community to obtain information. This position must have the ability to discern deception and to act accordingly.

Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Judgment and Ethics

A high degree of integrity, analytical acumen, and good judgement are essential to be successful as an officer. Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

Written and Oral Communication/Interaction

The United States Probation Officer must effectively communicate orally and in writing working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, the community, service providers, and offenders/defendants.

Information Technology and Automation

Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

Factor 2: Primary Job Focus and Scope

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public.

Society benefits from successful supervision by saving the cost of incarceration. Administrative oversight of allocated resources establishes and maintains a cost-effective service delivery system, which maximizes agency productivity. Often the defendant or offender completes the conditions of supervision, and becomes a productive member of the community.

Factor 3: Complexity and Decision Making

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action.

Factor 4: Work Parameters

The incumbent works under general direction from the Supervisory Probation Officer. The incumbent requires minimal supervision. The incumbent works within specified or negotiated time frames to complete assignments.

The incumbent must communicate with other organizations and persons such as Bureau of Prisons, local and state law enforcement, treatment agencies\providers, and attorneys concerning defendant's\offender's behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition.

Factor 5A: Interactions with Judiciary Contacts
The primary judiciary contacts are other probation/pretrial services staff, judicial officers and staff of other court units for the purpose of conducting investigations, and maintaining accurate and up-to-date information in case files. Regular contact with judges and other court personnel is needed to gather information, as well as to provide consultation concerning specialized programs and services.

Factor 5B: Interactions with External Contacts
The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Periodic contact with providers is necessary to ensure that quality service delivery for defendants and offenders is maintained and to provide technical assistance to agency personnel.

Factor 6: Work Environment and Physical Demands
Work requires daily contact with persons with known violent backgrounds. Visits to defendants\offenders and their families at their residence are expected and will require travel to areas known for high crime and violence. Periodically working irregular hours, including some weekend work may be necessary to meet Court needs and for the defendants\offenders. Interaction with special needs defendants\offenders, such as those with mental or substance abuse problems, may expose the incumbent to potential danger.