

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

**United States Probation Officer**

**Job Announcement Number: 2016-01**

2016 Salary Schedule Table 01:

CL 27: \$47,390 to \$77,030

CL 28: \$56,797 to \$92,336

**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 for 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 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. Potential to hire one (1) or more officers within this recruitment.

**Opening Date:** Friday, January 29, 2016

**Closing Date:** Friday, February 12, 2016 (or until filled\*)

\*Preference will be given to applications submitted by Friday, February 12, 2016

**Position Location:** There are three offices within the Eastern District of Arkansas: Little Rock, Jonesboro and Pine Bluff. This position would be located in 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;

-The Brookings Institution Metro Monitor ranks Little Rock and its surrounding communities the fourth strongest economy in America, while the Wall Street Journal ranks it the sixth best real estate market; and

- According to Forbes.com, the region is ranked in the top 20 as best "Bank-for-the-Buck" city.

**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. An official transcript is required from the candidate who is recommended for hire. The specialized experience requirements for each classification level are as follows:

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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 year 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, CADAC, 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.

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

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### **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.

### **Background Investigation and Medical Standards:**

First-time appointees to positions covered under law enforcement officer retirement provisions cannot have reached his or her thirty-seventh (37<sup>th</sup>) birthday at the time of the appointment. Applicants age 37 or over who have previous law enforcement officer experience under 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. A background investigation, a credit check, a pre-employment medical examination, and drug screen are required, except for currently employed probation officers and assistants who transfer to this district. Upon successful completion of the preliminary review, the selectee may then be provisionally appointed, pending a suitability determination by the court. Continued employment will be contingent to successful completion of the OPM investigation. In addition, the incumbent will be subject to ongoing random drug screening and updated background investigations every five years.

The medical requirements for an officer are derived from the medical guidelines for officer and officer assistant candidates. These requirements are available for public review at <http://www.uscourts.gov/>. Please click on the "Probation and Pretrial Services" link in the center. Then click on the "Officers and Officer Assistants" link on the left. Then scroll down to the links for both the essential probation officer job functions and medical requirements.

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The Probation Officer candidate must be a United States citizen or eligible to work in the United States. All employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. The U.S. Probation and Pretrial Services Office offers a competitive salary and an excellent fringe benefit package. Benefits information is available under the “careers” tab on the top of the screen at <http://www.uscourts.gov>.

**Application Procedures:**

Applicants must submit a cover letter, the October 2009 Judicial Branch Federal Employment (AO-78) application, copies of your last two performance evaluations, transcripts, 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. Access and download the complete position description, the employment application, and this job vacancy announcement by visiting the careers page at <http://www.arep.uscourts.gov>. Electronically transmit your application documents to [arepdb\\_humanresources@arep.uscourts.gov](mailto:arepdb_humanresources@arep.uscourts.gov).

You may also forward a hardcopy of your application documents by postal mail to the address that is provided below.

Margaret Hoskyn, Administrative Assistant  
U.S. Probation and Pretrial Services Office  
600 West Capitol Avenue, Suite A226  
Little Rock, Arkansas 72201

Application documents must be received no later than 5:00 p.m., February 12, 2016. Facsimiles will not be accepted.

If you have previously applied for any United States Probation Officer Position in the Eastern District of Arkansas within the last year, the only requirement to apply for this position is **to submit a letter of interest and updated resume** either by postal mail or email no later than 5:00 p.m., February 12, 2016.

**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