



U.S. PROBATION & PRETRIAL SERVICES  
EASTERN DISTRICT OF ARKANSAS  
VACANCY ANNOUNCEMENT  
2016-04

**UNITED STATES PROBATION OFFICER  
(TRANSFER OPPORTUNITY)**

**Position Title:** United States Probation Officer

**Salary Range:** \$47,390 - \$92,336 (CL 27/01 to CL 28/61) depending on experience, qualifications, and current compensation. Promotion to CL 28 at the discretion of the Chief U.S. Probation Officer, without further competition.

**Position Location:** Little Rock, Arkansas  
Jonesboro, Arkansas

**Opening Date:** Monday, March 21, 2016

**Closing Date:** Monday, April 4, 2016

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The United States Probation & Pretrial Services Office for the Eastern District of Arkansas is accepting applications for a United States Probation Officer. **This vacancy announcement is open only to existing U.S. Probation or Pretrial Services Officers seeking a transfer to the district.** More than one position may be filled from this announcement.

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.

**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:

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.

**Application Process:**

To apply, submit a letter of interest, resume with salary history, contact information for three (3) references, and a copy of your two (2) most recent performance appraisals to: [arepdb\\_humanresources@arep.uscourts.gov](mailto:arepdb_humanresources@arep.uscourts.gov). A single PDF of all requested documents is preferred.

**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