

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



Career Opportunity - JVA#2020-09

## United States Probation Officer

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|----------------|--|
| Position Type: | Full Time Regular  |
| Job Grade:     | CL(LEO) 25 to CL-28  |
| Salary:        | CL (LEO) 25- \$44,066 - \$70,572<br>CL 27: \$51,208 - \$83,210<br>CL 28: \$61,360 - \$99,762<br>(Depending on qualifications and experience) |
| Open Date:     | September 24, 2020   |
| Closing Date:  | October 8, 2020(Opened until filled)   |
| Location:      | Little Rock, AR  |

### POSITION OVERVIEW

The United States Probation and Pretrial Services, Eastern District of Arkansas, is seeking applicants for a U.S. Probation Officer in the Little Rock office.

This mission critical position will:

- conduct pre-bail investigations,
- presentence investigations,
- supervise pretrial and post-conviction persons under supervision.

The U.S. Probation Officer provides instructions and guidance to persons under supervision and provides oversight to ensure compliance with court-imposed conditions, directives, or guidelines. Irregular working hours, including weekend work, may be required to support the Court, defendants and offenders. In-state and out-of-state travel is required.

**FOR A FULL LIST OF DUTIES AND REQUIREMENTS, PLEASE READ THE POSITION DESCRIPTION ON OUR [WEBSITE](#).**

### 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, 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. The specialized experience requirements for each classification level are as follows.

**CL 27 Experience Requirement:** two years 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 Experience Requirement:** 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.

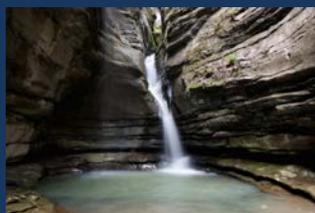
Richard Sheppard Arnold  
United States Courthouse  
600 West Capitol Avenue  
Little Rock, AR 72201



Little Rock has a collegial bench that fully supports the mission of the U.S. Probation and Pretrial Services Office.

Little Rock is the capital and the most populous city in Arkansas.

Arkansas is the natural state, and with its central location, Little Rock, offers an easy drive to the beautiful Arkansas State Parks and recreation lakes.



## PREFERRED 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, licensures or certification in a behavior science (LSMSW, CADC, LPC, etc.) or any other skills/licensure that are relevant to the duties of a probation officer.

## APPLICATION PROCEDURES

A copy of the job vacancy announcement and position description is located on the Probation Office's [website](#). Qualified applicants should submit the following documents in order to be considered for the position:

1. a cover letter (*include why you want to work in US Probation and why in the Eastern District of Arkansas*)
2. the October 2009 Judicial Branch Federal Employment (AO-78) application found on our [website](#),
3. transcript(s),
4. three professional references,
5. a detailed resume, and
6. copies of your last 3 job performance appraisals.

**It is preferred applicants email the required documentation in a single PDF file to [arepdb\\_humanresources@arep.uscourts.gov](mailto:arepdb_humanresources@arep.uscourts.gov).**

Applications may also be mailed to the following address:

United States Probation & Pretrial Services, ED/AR  
Attn: Margaret Hoskyn  
600 W. Capitol Avenue, Suite A226  
Little Rock, Arkansas 72201

Application documents received by 5:00p.m., October 8, 2020 will be given preference. 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, updated transcript(s) and updated resume** by either postal mail or email no later than 5:00 p.m., October 8, 2020.

The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

**The U.S. Probation Office is an Equal Opportunity Employer.**