



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

**CAREER OPPORTUNITY
U.S. PROBATION OFFICER
*POSITION ANNOUNCEMENT NO. 15-01***

Opening Date:	October 24, 2014
Closing Date:	Position open until filled. Priority consideration will be given to those applicants who apply by November 14, 2014.
Salary Range:	<p>Selected candidates may be placed at Classification 25, 27, or 28 depending on qualifications and experience and/or budgetary consideration.</p> <p>Developmental Range Salary: \$39,931 - \$69,497 Full Performance Range Salary: \$49,520 - \$90,375</p> <p>Note: The position would be considered a lateral transfer for candidates in other districts within the Judiciary. A lateral transfer is considered a probation officer's current classification level (up to CL 28) and step from their current pay table to Pay Table 01. The agency is unable to match locality pay.</p>
Promotional Potential:	Career ladder progression (without further recruitment) to Classification Level 28
Location of Position:	Grand Rapids (Main Office), Kalamazoo (Branch Office) or Lansing (Branch Office), Michigan
Area of Consideration:	Open to all sources, including transfers within the Judiciary.
Occupational Series:	Federal Law Enforcement Officer - Hazardous Duty Position

The United States Probation & Pretrial Services Office for the Western District of Michigan is accepting applications for one or more full-time, permanent U.S. Probation Officers. Our office is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI. This position will be based either out of the Grand Rapids, Kalamazoo or Lansing, MI offices. Regular travel is required as a duty function as well as occasional travel outside the district for on-going professional development and training. May periodically be required to work outside normal business hours.

Probation officers serve in a judiciary law enforcement position and assist in the fair administration of justice, provide community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

Representative Duties

The United States Probation Officer performs a full range of duties and responsibilities including not limited to the following:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. 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 staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and initiate the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug 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. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' 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. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Qualifications

- Excellent analytical, written, and verbal communication skills.
- Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure of short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals.
- Ability to exercise impartiality and discretion with the defendant or offender population and their family /support system.
- Knowledge of and proficiency with current technology, computer databases, and computer applications.
- Ability to analyze and evaluate varied information from multiple sources forming conclusions, and taking or recommending courses of action. Ability to prepare and write accurate written summaries/reports in an organized, objective, clear and concise manner.
- Ability to interact and communicate effectively with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.

Preferred Qualifications

- Specific training or experience in evidence based practices (EBP) related to offender behavior change.
- At least two years of progressively responsible specialized 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.
- An advanced degree in a related field of study.
- Knowledge of community resources and the understanding and skill to identify additional resources.

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.

Required Experience

In addition to meeting education requirements, applicants must also have *specialized experience* in the amounts shown below for classifications CL 25, CL 27, & CL 28. Specialized Experience is defined as 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. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Classification Level 25

An applicant must possess:

One year of specialized experience equivalent to work at the Classification Level 23;

or

Completion of the requirements for a bachelor's degree from an accredited college or

university and one of the following superior academic achievement requirements:

- An overall “B” grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
or
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

Classification Level 27

An applicant must possess:

Two years of specialized experience, including at least one year equivalent to work at the Classification Level 25;

or

Completion of a master’s degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

Classification Level 28

Applicant must possess:

Two years of specialized experience, including at least one year equivalent to work at the Classification Level 27.

Maximum Entry Age

Law enforcement retirement provisions have a required mandatory retirement age of 57, with 20 years of service, due to the physical requirements of the position. 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 or over who have previous federal law enforcement officer experience under the federal 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Medical and Security Requirements

The duties of this position require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. Therefore, officers must be physically capable, have good vision and normal hearing ability. Prior to appointment, the applicant considered for the position must undergo a medical exam and drug screening. 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. After appointment, incumbent will undergo a full background investigation that includes a fingerprint check. Retention in the position will depend upon a favorable suitability determination.

In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subjected to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for Probation Officers are available for public review at <http://www.uscourts.gov> (Probation and Pretrial Services - Officers and Officer Assistants - What Professional Standards Apply).

Benefits

The incumbent will be eligible to receive benefits which include participation in the Federal Employees Retirement System, Federal Employee Health Benefits, Life Insurance, Thrift Savings Plan (similar to 401 K plan) with employer matching contributions, optional dental and vision insurance, optional long term care insurance, flexible spending program, paid federal holidays, and accrued annual and sick leave. For additional information on employment with the federal courts, please visit www.uscourts.gov.

Additional Information for Applicants

- Applicant must be a U.S. Citizen or eligible to work in the United States.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising. More than one position may be filled from this announcement.
- New officers will attend a six week training academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina within the first year of employment.
- This position requires travel. A driver's license is required to conduct work. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.
- Selected qualified applicants will be required to submit to job related testing as part of the screening process. Only those applicants selected for testing will be contacted.
- This position is subject to mandatory direct deposit for payment of net pay.
- The probation and pretrial services office is not authorized to reimburse candidates for travel, parking, or moving expenses.
- The Court requires the incumbent to adhere to a Code of Conduct, workplace conduct standards, and the following office cultural imperatives:
 1. We will treat everyone (customers, colleagues, and others) with dignity and

- respect.
2. Our communication is effective, honest, and happens up, down and sideways at all levels of our organization.
 3. Everyone encourages and supports the highest level of accountability, responsibility, and commitment to our profession and customers.
 4. All opinions are valued and we will disagree professionally, but not personally.
 5. We recognize the value of teamwork and courage collaboration.
 6. We welcome change as an opportunity to learn, develop, and grow.

Application Procedures

To be considered, qualified applicants must submit the following:

1. Letter of interest that addresses applicant's qualifications, skills, relevant experience and any preferred qualifications relevant to the position. Within your letter of interest, please reference the vacancy announcement number and your preferred duty station.
2. Résumé.
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found at <http://www.miwd.uscourts.gov> (Probation & Pretrial Services- Employment Opportunities) or at <http://www.uscourts.gov/FormsAndFees.aspx> (Court Forms by Number). **Application must be signed and date of birth must be reported on the application form.**
4. College transcript(s) (unofficial copies accepted).
5. Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in the cover letter.

To receive priority consideration, qualified applicants must email all required documents in one pdf document by 5:00 p.m. on November 14, 2014, to: hr_probation@miwp.uscourts.gov . In the subject line of the email, indicate the vacancy announcement number (#15-01). No application materials, with the exception of academic transcripts mailed by academic institutions, will be accepted via U.S. Mail. Incomplete submissions will not be considered. All information provided by applicant is subject to verification. Due to the high volume of applications expected, the U.S. Probation Office will only communicate with those qualified individuals selected for pre-employment testing and/or personal interviews. Please do not call or email regarding status of application. All other questions related to the posting or application submission process may be directed to the previously noted email address (hr_probation@miwp.uscourts.gov).

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