



## VACANCY ANNOUNCEMENT # 18-03

**Position:** United States Probation Officer

**Location:** Brooklyn, NY

**Open to:** All Sources

**Starting Salary Range:** 27 (\$56,063 - \$69,525)  
28 (\$67,228 - \$83,334)  
(Salary set dependent upon experience, qualifications and contingent on agency budget)

**Opens:** January 16, 2018

**Closes:** Open until Filled (first preference given to submissions received by February 15, 2018)

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The United States Probation for the Eastern District of New York is accepting applications for the position of United States Probation Officer. More than one position may be filled from this vacancy. The Eastern District of New York is comprised of three divisional offices (Brooklyn, Central Islip and Jamaica, NY), with the Brooklyn location being the headquarter office.

United States Probation Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise offenders/defendants, interact with outside agencies and community members, and prepare reports and present recommendations to the court.

### **Representative Duties**

Conducts investigations and prepares reports for the court with recommendations, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation of policies and procedures, statutes, Federal Rules of Criminal Procedures and may include U.S. Sentencing Guidelines, monographs, and relevant case law.

Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income,

lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment of violation proceeding through assessment monitoring and counseling.

Schedules and conducts drug use detection tests and DNA collection of offenders following established procedures and protocols. Responds to judicial officers' requests for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the court. Maintains detailed records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

Responsible for maintaining accurate written records of all case activity, monitoring the work of administrative support staff assigned to provide technical assistance and may perform other duties as assigned.

Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares well written, grammatically correct, objective reports for the court's consideration regarding pretrial, presentence and/or post-conviction supervision issues.

#### **Required Education and Experience:**

Applicants must be U.S. citizens or eligible to work in the United States. Applicants must possess a four-year degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. Applicants must also have two years of specialized experience, including at least one year equivalent to work as a CL-25; **or** the completion of a master's degree in a field of study closely related to the position, **or** a Juris Doctor (JD) degree.

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 is required. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

#### **Preferred Skills & Experience**

- Two years of specialized experience as defined above.
- Knowledge of federal law and the criminal justice system and how it relates to the roles and functions of a U.S. Probation Officer.
- Strong familiarity with techniques in supervising offenders. Skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques
- Excellent written and oral communication skills. Superior attention to detail.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other investigative databases.

### **Maximum Entry Age**

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or 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 federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such, you will be subject to mandatory separation based on age, if you are occupying this position at age 57, and you have completed the requisite 20 years of service.

### **Medical and Background Requirements**

The duties of probation officers require the investigation and management of alleged offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defensive tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.

**The medical requirements for law enforcement officer positions are available for public review on [www.uscourts.gov](http://www.uscourts.gov) under [Officer and Officer Assistant Medical Requirements](#). Prior to appointment, the selectee considered for this position will undergo a medical examination 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. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

### **Employee Benefits**

Employees of the United States District Court are **not** covered by the Office of Personnel Management's civil service classification system or regulations. Employees of the U.S. Probation Office are Judicial Branch employees under the United States Courts. Judicial employees serve under an "excepted appointment," and are considered "at-will" employees. Probation officers participate in the Federal Law Enforcement Hazardous Duty Retirement program. Federal benefits include: retirement, health and life insurance, flexible benefits, disability insurance and long-term care benefits, and paid vacation and sick leave. Employees contribute to a tax-deferred Thrift Savings Plan (similar to a 401K plan), and have ten federal holidays per year. Creditable time in service in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits. Positions are subject to mandatory electronic funds transfer (direct deposit). For additional information on employment within the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

**How to Apply:**

Qualified applicants **must** submit the following:

- Resume
- Cover letter
- Statement indicating the knowledge, skills, and abilities you believe you possess which will match the needs of the office and of the position.
- AO-78 (*Application for Judicial Branch Employment* which can be obtained from [www.uscourts.gov](http://www.uscourts.gov));
- Copy of most recent performance evaluation (for transfer employees)

Applicants must submit **all** of the documents to be considered for this position, and all information is subject to verification. Incomplete applications **will not** be considered and will disqualify applicant from further consideration.

Mail application packets to:

**United States Probation  
New York Eastern  
147 Pierrepont Street  
Brooklyn, New York 11201  
Attention: Human Resources Division  
Re: Vacancy Announcement NYEP 18-03 - CONFIDENTIAL**

E-mailed submissions may be sent to: [NYEP\\_Human\\_Resources@nyep.uscourts.gov](mailto:NYEP_Human_Resources@nyep.uscourts.gov). If applying electronically, include the vacancy # in the subject line of the email. All electronic submissions must be in pdf format and submitted as one full document.

Due to the expected large volume of applications, phone calls **will not** be accepted. Complete application submissions will be acknowledged via email and questions may be emailed to the Human Resources Division email address. Updates relating to application status will only be given to those who are invited to participate in applicant testing. New York Eastern Probation is not authorized to reimburse candidates for interview or relocation expenses.

Please note, if you applied to the previous vacancy (NYEP 1709), there is no need to resubmit your submission. If you were not updated as to the status of your submission, it is pending review.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

**AN EQUAL OPPORTUNITY EMPLOYER**