



**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT # 19-01

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 and qualifications)

Opens: October 9, 2018

Closes: Open until Filled (first preference given to submissions received by November 9, 2018)

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

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, interact with outside agencies and community members, and prepare reports and present recommendations to the court.

REPRESENTATIVE DUTIES:

Probation officers conduct investigations and prepare reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families; summarizing defendants' prior criminal records and financial status; investigating the offense and contacting law enforcement agencies and attorneys. The purpose of these activities is to gather the information needed to present factual reports to the court. Probation officers often testify in court as to the basis for their factual findings and guideline applications.

Probation officers supervise offenders to maximize adherence to imposed conditions, reduce risks to the community, and to provide correctional treatment. They maintain personal contact with offenders through office and community visits and by telephone. Probation Officers make referrals to appropriate outside agencies such as mental health/drug treatment facilities and employment/training agencies. Probation Officers are required to maintain detailed records of all case activity.

The United States Probation Office for the Eastern District of New York's mission is to make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all. As a partner in the national federal probation system, the office is guided by the ***Charter for Excellence***.

REQUIRED EDUCATION AND EXPERIENCE:

Applicants must be U.S. citizens. 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. **In addition to possessing a four-year degree, applicants must also have two years of specialized experience 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. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, **is not** creditable.

PREFERRED SKILLS AND EXPERIENCE:

- Experience as a probation officer on a federal, state or county level is desirable.
- Knowledge of federal law and the criminal justice system and how it relates to the roles and functions of a United States 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 37th 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.

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 by searching for [Officer and Officer Assistant Medical Requirements](#). Prior to appointment, the selectee considered for this position will undergo a medical examination, complete a ten-year background investigation and a drug screening. Upon successful completion of all components, the selectee will 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 Probation Office are **not** covered by the Office of Personnel Management's civil service classification system or regulations. Employees of the United States 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).

HOW TO APPLY:

Qualified applicants **must** submit the following:

- Resume
- Letter of interest which indicates the applicant's knowledge, skills, and experience as they relate to the position.
- AO-78 (*Application for Judicial Branch Employment* which can be obtained from www.nyep.uscourts.gov in the job applicants/internships section);
- College transcripts (copies will be accepted at the time of application, but official versions will be required if selected for an interview).
- 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 Office
Eastern District of New York
147 Pierrepont Street
Brooklyn, New York 11201
Attention: Human Resources Division
Re: Vacancy Announcement NYEP 19-01 – CONFIDENTIAL**

E-mailed submissions may be sent to: NYEP_Human_Resources@nyep.uscourts.gov. If applying electronically, do not also submit application via mail. Please 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. The United States Probation Office of the Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

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.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER