



United States Probation Eastern District of New York

Vacancy #: 19-08

Position Title: U.S. Probation Officer Assistant (POA)

Duty Station: Brooklyn, NY

Closing Date: Friday, September 6, 2019

Starting Salary: CL 25 - \$49,297 - \$60,651*
(Special Law Enforcement Officer Table)

*Starting salary will be dependent upon qualifications and experience. Promotion to CL 26 may occur without further competition, with satisfactory performance, after one year of employment.

OVERVIEW:

New York Eastern Probation covers Brooklyn, Queens, Staten Island and Long Island. There are two divisional offices (located in Long Island, New York and Queens, New York) and one main office in Brooklyn, New York.

We are now accepting applications from qualified candidates for the position of Probation Officer Assistant (POA). **A Probation Officer Assistant (POA) serves in a judiciary law enforcement position.** The incumbent provides technical and administrative support in a wide range of areas, including compiling information for investigations; assisting with supervision of low-risk offenders; coordinating with collateral agencies, drafting reports and correspondence; and other related duties.

REPRESENTATIVE DUTIES:

Supervise a caseload comprised of low-risk offenders, which requires contact by telephone, in the office, and in the field. Maintains case files and detailed chronological records of activity on cases.

Assist officers in the performance of select investigations, including compiling criminal histories/profiles, gathering pertinent demographics, employment, and personal information needed for proper supervision of those on active supervision, conducting inquiries with collateral agencies and performing other similar activities.

Process record checks on active cases through local and national databases, including those designed to provide arrest, financial and social media information.

Conduct/observe urinalysis testing and processing in the probation office setting. Maintain appropriate records.

Participate in ongoing training and development programs.

Perform other duties as assigned.

Limited travel is required.

MINIMUM POSITION REQUIREMENTS:

High school graduate or equivalent and have two years of general experience and at least one year of specialized experience. Specialized experience is progressively responsible experience requiring the regular and recurring application of keyboard skills and use of specialized terminology which demonstrate the ability to apply a body or rules, regulations, directive or laws. Such experience is commonly encountered in probation and pretrial services offices, law firms, legal counsel offices or social service organizations.

Excellent oral and written communication skills.

Ability to work under pressure of deadlines.

Ability to follow detailed instructions accurately.

Ability to follow safety procedures.

Possession of a valid driver's license.

PREFERRED QUALIFICATIONS:

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.

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.

Entry level knowledge of the roles and functions of the federal probation office, including general knowledge of practices and procedures used in probation.

Entry level knowledge of automated/internet resources and systems available for conducting background checks, criminal history record checks and other similar activities.

Knowledge of legal terminology and of basic investigative techniques.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

The applicant must not have reached his/her 37th birthday at the time of appointment as defined in Title 5, United States Code, Chapters 83 and 84 (incumbent is subject to mandatory retirement at age 57 with 20 years of federal law enforcement service).

Applicant must meet rigid physical standards. **The medical requirements for law enforcement officer positions are available for public review on the USCourts.gov web site by searching for Officer and Officer Assistant Medical Requirements.**

CONDITIONS OF EMPLOYMENT:

Prior to appointment, the selectee considered for the position will undergo a local background investigation, medical examination and drug screening. Upon successful completion of the local background investigation, medical examination and drug screening, the selectee may then be appointed provisionally, pending favorable suitability determination by the Court. Prior to full appointment, applicant will undergo a full background investigation conducted by the Office of Personnel Management. As a condition of continued 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.

APPLICATION PROCEDURES:

Interested and qualified applicants must submit an Application For Judicial Branch Federal Employment (AO78), current resume, a cover letter detailing relevant experience, skills and abilities and an “unofficial” college transcript, if applicable. Official transcripts will be required if applicant is granted an interview. If emailing submission, documents should be submitted as one pdf document. The AO78 can be found on our website by visiting www.nyep.uscourts.gov.

Please submit application packet by close of business on **Friday, September 6, 2019**

New York Eastern Probation
147 Pierrepont Street
Brooklyn, New York 11201
Attention: Human Resources Division – NYEP-19-08
Email: NYEP_Human_Resources@nyep.uscourts.gov

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