



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

**VACANCY ANNOUNCEMENT # 20-03**

**Position:** U.S. Probation Officer Assistant

**Location:** Brooklyn, NY

**Open to:** All Sources

**Starting Salary:** CL 25 (\$50,918 - \$62,658)  
(Special Law Enforcement Officer Table)

**Opens:** February 25, 2020

**Closes:** Open until Filled (first preference given to submissions received by March 16, 2020)

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The United States Probation Office for the Eastern District of New York is accepting applications for the position of Probation Officer Assistant. 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 the vacancy.

Probation Officer Assistants serve in a judiciary law enforcement position. The incumbent will provide 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.

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***.

**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 probation 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 QUALIFICATIONS:**

Applicants must be U.S. Citizens. Applicants must possess 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, business or public administration.

**PREFERRED SKILLS AND EXPERIENCE:**

- 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.

**MEDICAL AND BACKGROUND REQUIREMENTS:**

The duties of probation officers or probation officer assistants 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) 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](http://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  
Attn: Juanita Chosson, Operations Administrator  
Re: Vacancy Announcement NYEP 20-03 – CONFIDENTIAL**

E-mailed submissions may be sent to: [NYEP\\_Human\\_Resources@nyep.uscourts.gov](mailto:NYEP_Human_Resources@nyep.uscourts.gov). If applying electronically, 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**