



## CAREER OPPORTUNITY

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

Amended 06/22/20 to Extend Priority Consideration Date

POSITION	POSITION OVERVIEW & REPRESENTATIVE DUTIES
<b>U.S. Probation Officer</b> Announcement# 20-01	The United States Probation & Pretrial Services Office for the Western District of Michigan is seeking one or more full-time <b>U.S. Probation Officers</b> . Our probation office currently employs approximately 50 employees and is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI.
<b>OPENING DATE</b>	
April 06, 2020	
<b>CLOSING DATE</b>	
Position open until filled. <b>Priority consideration will be given to those applicants who apply by July 26, 2020.</b>	Probation officers serve in a judiciary law enforcement position and assist in the fair administration of justice. Incumbents promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Regular travel is required as a duty function as well as occasional travel outside the district for on-going professional development and training. Officers must be available to routinely work untraditional hours, including evening hours.
<b>SALARY RANGE*</b>	
Classification Level (CL) 25, 27, or 28 Salary Range: \$44,066 - \$99,762	
*Starting salary dependent upon experience and qualifications.	
Note: The agency is unable to match locality pay for transfer candidates.	Representative duties include, but are not limited to:
<b>PROMOTIONAL POTENTIAL</b>	
Career ladder progression (without further recruitment) to CL 28 if appointed at lower classification.	<ul style="list-style-type: none"><li>• 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, <i>Federal Rules of Criminal Procedures</i>, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.</li><li>• 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.</li><li>• 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.</li></ul>
<b>LOCATION OF POSITION</b>	
To be determined: Grand Rapids, Lansing, Kalamazoo, or Marquette, MI	
<b>AREA OF CONSIDERATION</b>	
Open to all qualified applicants	
<b>OCCUPATIONAL SERIES</b>	
Federal Law Enforcement Officer – Hazardous Duty Position	

### **Representative Duties Continued:**

- 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.
- Apply evidence-based practices in the management of supervision caseloads, including risk assessment and application of supervision techniques such as cognitive based treatment, motivational interviewing, and/or STARR.
- 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.
- Perform other duties as assigned.

## **QUALIFICATIONS**

*Note: All qualification requirements must be met when the application is filed.*

Professional line positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge in a professional field at a high level that requires specific academic preparation as a minimum for effective performance in the position.

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, is required for all probation officer positions.

In addition to meeting educational requirements, applicants must have specialized experience or meet education substitution requirements as outlined below for each classification level. 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 (see definition above) 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.

Note: If you are using an education substitution to meet the specialized experience requirement stated above, please note the specific academic achievement in your application materials. Documentation that supports the achievement, such as transcripts, must be included in your application materials.

#### Classification Level 27

An applicant must possess two years of specialized experience (see definition above), 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 (see definition above), including at least one-year equivalent to work at the Classification Level 27. Education substitution does not apply.

#### Minimum Job Requirements

- Skill in conducting legal research related to varied complex and difficult legal issues. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking.
- Skill and ability to exercise impartiality and discretion with the defendant or offender population and their family/support system.
- Ability to compile, 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 within established time frames.
- Ability to assess risks and needs and apply evidence-based practices to effectively supervise cases.
- Excellent analytical, written, and verbal communication skills. 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.
- 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.
- Knowledge of and proficiency with information technology including word processing, database applications, and other types of software.

#### Preferred Qualifications (must be noted in cover letter)

- An advanced degree in related field of study.
- Knowledge and understanding of community resources and the understanding and skill to identify additional resources.

### MAXIMUM AGE ENTRY

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 37<sup>th</sup> 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.

### CONDITIONS OF EMPLOYMENT

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. In the supervision, treatment, and control of these offenders, these duties required moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity, and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during

frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because officers must effectively deal with possible physical attacks and are subject to moderate to arduous physical exertion, candidates must be physically capable to perform their duties.

As a condition of employment, the selectee(s) for this position must undergo a medical examination and drug screening prior to appointment to this position. Upon successful completion of the medical examination, drug screening and a preliminary background investigation, the selectee may be appointed provisionally to the position, pending a favorable suitability determination by the court. In order to determine employment suitability, the incumbent will undergo fingerprints and an extensive initial Office of Personnel Management (OPM) background investigation, and an updated background investigation every five years thereafter. Retention in the position will depend upon a favorable suitability determination of the initial and subsequent background investigation(s).

In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screenings, and, as deemed necessary for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at the following website: <https://www.uscourts.gov/services-forms/probation-and-pretrial-services>.

### BENEFITS

The incumbent will be eligible to receive benefits which includes 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 (up to 5%), dental and vision insurance, 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](http://www.uscourts.gov) (careers).

### OTHER CONDITIONS OF EMPLOYMENT

- Applicant must be a U.S. Citizen or eligible to work in the United States.
- More than one position may be filled from this announcement.
- 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 Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- Selected qualified applicants may be required to submit to job related testing as part of the screening process. Only those applicants selected for testing will be contacted.
- 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.
- This position is subject to mandatory direct deposit for payment of net pay.
- The Court requires the incumbent to adhere to a Code of Conduct, Charter of Excellence, and local Vision & Mission Statement.
- Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

### APPLICATION PROCEDURES

To be considered, qualified applicants must submit the following:

1. Letter of interest (cannot exceed two pages). In your letter of interest, explain why you are interested in this position, and detail your qualifications (knowledge, skills, and abilities) and specialized experience that are relevant to this position. Please reference the vacancy announcement number (20-01) and your preferred duty station in the letter as well.
2. Résumé
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found at <http://www.miwp.uscourts.gov> (Employment) or at <http://www.uscourts.gov/services-forms/forms>. **Note:**

**Application must be signed, and date of birth must be reported on the application form.**

4. Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in the cover letter.
5. College transcript(s) (unofficial copies accepted).
6. List of three professional references with current contact information.

To receive priority consideration, qualified applicants must email all required documents in one pdf document by July 26, 2020, to: [hr\\_probation@miwp.uscourts.gov](mailto:hr_probation@miwp.uscourts.gov) . In the subject line of the email, indicate the vacancy announcement number (#20-01). Incomplete application packets will not be considered. Due to the anticipated high volume of applications, we will only communicate with those qualified applicants who are selected to advance through the process. No emails or telephone calls on status of application please.

*The U.S. Courts is an Equal Employment Opportunity Employer*