Notice of Vacancy

Position Title:	**United States Probation Officer**
	Full-time/Regular, Excepted Service
Announcement No.:	**2020-04**
Location:	**Charlottesville, Virginia**
Opening Date:	**September 23, 2020**
Closing Date:	**October 13, 2020**
Salary Range:	**$51,208 - $99,762 (CL 27 – CL 28)**
	Starting grade and salary commensurate with qualifications and experience
	Promotion potential to target grade of CL 28 without further competition

The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Officer. The Probation Office currently consists of 57 employees who support 10 judicial officers and staff located in seven divisional offices (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). The position is located in the Charlottesville divisional office. Travel including overnight, within and outside the district, is required.

REPRESENTATIVE DUTIES

Under the general supervision of the Chief, Deputy Chief, Assistant Deputy Chief, or Supervisory Probation Officer, the U.S. Probation Officer (USPO) conducts investigations and prepares reports for the court with recommendations, which requires interviewing individuals 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, *Federal Rules of Criminal Procedure*, U.S. Sentencing Guidelines, Monographs, and relevant case law. The USPO enforces court-ordered supervision components and implements supervision strategies, maintaining personal contact with persons under supervision. The USPO addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling, following established procedures and protocols. Further, the USPO responds to judicial officers' requests for information and advice, testifies in court, maintains detailed written records of case activity, analyzes and responds to any objections, and assesses an individual's level of risk and develops appropriate risk management strategies. The USPO communicates with other organizations and persons concerning individuals' behaviors and conditions of supervision, and identifies and

investigates violations, implementing appropriate alternatives and sanctions and reporting violations to the appropriate authorities. Moreover, the USPO performs other duties as assigned.

QUALIFICATIONS

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 relation skills involved in the position, and two years specialized experience, including one year at the next lower grade level or its equivalent, are required**.** Prior experience as a probation officer is desirable.

Specialized experience is 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 criminal investigative experience, is not creditable.

Completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree may be substituted for the two years of specialized experience and is qualifying for appointment at the CL-27.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicant 37 years of age or over who have previous law enforcement officer experience under the 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.

The successful candidate will possess knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law; investigative techniques; automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information; roles and responsibilities of the federal courts, Parole Commission, Marshals Service and Bureau of Prisons; community programs and community resources; and the federal judicial administration and structure.

Further, the successful candidate will possess the ability to organize, prioritize work schedule, work independently with little or no supervision, and exercise discretion as well as the ability to work under pressure of short deadlines.

BENEFITS

For federal benefits information, visit: http://www.uscourts.gov/Careers/BeneFitForLife.aspx .

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx.

Prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening and a ten-year background investigation. Upon successful completion of the medical examination, drug screening and background investigation, 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.

The medical requirements for primary and secondary law enforcement officer and officer assistant positions are available for public review at http://www.uscourts.gov under Officer and Officer Assistant Medical Requirements.

Work is performed in an office setting and in the community (field situations) and may be subject to variable hours, including nights and weekends, and requires regular contact with persons who have violent backgrounds.

The incumbent will be required to complete the Probation Officer training program at the Federal Law Enforcement Training Academy (FLETC) in Charleston, SC.

HOW TO APPLY

Qualified persons should submit a letter of interest, a detailed resume, a judicial application for employment (available on our website at http://www.vawd.uscourts.gov under Employment), and contact information for three professional references via email to: careers@vawd.uscourts.gov with USPO #2020-04 in the subject line. Application submissions must be received by close of business Tuesday, October 13, 2020.

Incomplete submissions will not be considered. Due to the anticipated high volume of submissions expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

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.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.