



CAREER OPPORTUNITY with the United States District Court Probation Office Northern District of Georgia



U.S. PROBATION OFFICER

CL 27/28

Vacancy Announcement # 24-25

Salary Range: **\$61,324 - \$119,496**

Placement in the range depends upon experience.

TRANSFER OPPORTUNITY FOR EXISTING PROBATION OFFICERS

More than one position may be filled.

Opening Date: **September 17, 2024**

Closing Date: **October 16, 2024, @ 4:45 PM**

OVERVIEW: The United States District Court Probation Office has an immediate opening for a U.S. Probation Officer. One or more positions may be filled through this announcement. The duty station assignment is to be determined in Atlanta, Newnan, Gainesville, Tucker or Rome, Georgia. The Probation Officer conducts investigations, provides sentencing recommendations to the Court, and supervises person(s) under supervision.

REPRESENTATIVE DUTIES:

- Fully and effectively applies Evidence-based Practices to mission-critical activities.
- Conducts investigations and prepares reports for the Court with recommendations for bond or detention of individuals charged with federal offenses or sentencing for those convicted of federal offenses. The preparation of these reports requires interviewing person(s) under supervision and their families, investigating the offense, prior record, and financial conditions of the person(s) under supervision, and contacting law enforcement agencies, attorneys, victims of the crimes, alcohol/drug/mental health treatment providers, and others in the community. An integral part of this process is the interpretation of the U.S. Sentencing Commission Guidelines and relevant case law.
- Tracks legal developments, and updates staff and the Court.
- Enforces Court-ordered supervision components and implements supervision strategies. Maintains personal contact with defendants and person(s) under supervision. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedules and conducts drug use detection tests and DNA collection of person(s) under supervision / defendants, following established procedures and protocols. Maintains paper and computerized

records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officers' requests for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the Court.

- Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with Mandatory Victims Restitution Act. Responsible for enforcement of location monitoring conditions ordered by the Court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyzes and resolves disputed issues involving defendants / person(s) under supervision and presents unresolved issues to the Court for resolution.
- Utilizes evidence-based practices to assess the level of risk for individuals under supervision or defendants and develops a combination of strategies for managing and mitigating risks.
- Communicates with other organizations and personnel (such as U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning person(s) under supervision's / defendants' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Discusses violations with Supervising Probation Officer. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters and makes recommendations for disposition. Conducts Parole Commission preliminary interviews. Guides the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

REQUIRED EXPERIENCE:

- Education: All probation officer positions require 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.
 - Experience: In addition to meeting education requirements, these additional requirements must be met:
 - To qualify at the CL-25 level, the successful candidate must possess one year of specialized experience equivalent to work at the CL-23 level or 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; 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.
 - To qualify at the CL-26 or CL-27 level, the successful candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-25 level.
 - To qualify at the CL-28 level, the successful candidate must possess at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level.
- Experience must include prior presentence investigation experience or enforcing court-ordered supervision conditions and implementing supervision strategies.

Specialized Experience: 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 abuse/addiction treatment. Experience solely as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

- Ability to communicate well orally and in writing. Ability to organize, oversee and complete multiple projects simultaneously, and be conscientious about detail and accuracy. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. Dependable, with a commitment to regular attendance.
- The ideal candidate must have excellent computer knowledge, experience in the Windows operating environment, and the ability to type a high volume of material accurately; experience with Word is required. The candidate must foster high ethical standards and demonstrate integrity in meeting the office's vision, mission, and goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bilingual (Spanish/English) skills are preferred.
- Knowledge of the roles and functions of the federal probation and/or pretrial services offices.
- Knowledge of the practices and procedures used in probation/ pretrial services processes, including knowledge of the administrative requirements to support these activities.
- Knowledge of the criminal justice system, particularly as it relates to federal Probation and Pretrial Policies and Procedures.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information Center).
- Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve unusual problems for resolution, or referral to probation/pretrial officers. Ability to organize and prioritize work.
- Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

The duties of probation and pretrial services officers require the investigation and management of alleged criminal person(s) under supervision or convicted person(s) under supervision who present physical danger to officers and to the public. In the supervision, treatment, and control of person(s) under supervision, 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-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 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. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. The medical requirements for probation officers are available for public review at <http://www.uscourts.gov/services-forms/probation-and-retrial-services>.
- 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 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

Prior to appointment, the selectee considered for this position will undergo an extensive Office of Personnel Management (OPM) background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as condition of employment, probation officers will be subject to ongoing random drug screening, updated background investigations subject to subsequent fitness-for-duty evaluations and drug screening. If a provisional hire is authorized, continued employment will be contingent on successful completion of the OPM investigation every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience.
- 3) Chronological resume including education and employment.

Submit your completed package as a single PDF electronically to: HR_GAND@gand.uscourts.gov

or via mail to:

**United States District Court
Attn: Human Resources
Manager, Vacancy #24-25
75 Ted Turner Drive, SW
Room 2013
Atlanta, GA 30303-3338**

All applicants will be screened, and only the best qualified candidates will be invited for an interview.

Relocation expenses are not reimbursable.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Participation in the telework program.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.
- Access to an onsite Fitness Center.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.