

UNITED STATES DISTRICT COURT
Eastern District of Wisconsin
U. S. Probation / Pretrial Services
"Together Making a Difference"

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VACANCY ANNOUNCEMENT No. 2016-02

Position Title: **U.S. PROBATION OFFICER**

Salary: Court Personnel System
Classification Level: CL-25 (\$41,708/year) to CL-28 (\$94,426/year).
Promotion potential to CL-27 and CL-28 without further competition.
Salaries noted above includes Cost of Living Adjustment [2015 Pay Table B6 and L6]. Starting salary commensurate with experience and education.

Area of Consideration: Open to All Qualified Individuals

Position Location: UNITED STATES PROBATION OFFICE
517 East Wisconsin Avenue
Milwaukee, WI 53202

E-mail Applications to: jobs_wiep@wiep.uscourts.gov Attention PO 16-02

Term of Employment: Permanent Full Time Position, subject to need and available funding.

Closing Date : Position(s) open until filled. Applications received by Monday, January 11, 2016, will be given priority consideration.

DEFINITION

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases, under the guidance of a Supervisory Probation Officer.

Representative Duties:

- Under the guidance and direction of a Supervisory Probation Officer, conduct investigations and prepare reports 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 interpretation and application of policies and procedures, statues, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs and relevant case law.
- Under the guidance and direction of a Supervisory Probation Officer, 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 implement the necessary treatment or violation proceedings, through assessment, monitoring and counseling.
- Schedule and conduct drug use detection 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. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- 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 Victim Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court.
- Under the guidance and direction of a Supervisory Probation Officer, 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.
- 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. Discuss violations with Supervisory Probation Officer. 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.
- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Perform other duties as assigned.

Required Competencies (Knowledge, Skills, and Abilities)**Probation, Pretrial Services and Law Enforcement**

- General knowledge of the function of the federal probation and/or pretrial services offices, to include practices and procedures used in probation and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Some knowledge of how other judicial processes and procedures relate to the probation/pretrial services office's roles and responsibilities. Basic knowledge federal law and the criminal justice system particularly as it relates to federal Probation and Pretrial Policies and Procedures. Familiarity with surrounding community and available resources.

- Some 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).
- Fair knowledge investigative techniques used in conducting offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their incomes. Knowledge of the Bail Reform Act.
- Some knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedures and applicable case law. With assistance and guidance from supervisor or other senior officer, ability to supervise offenders/ defendants to ensure the compliance with conditions of release. Ability to recognize risk assessment needs and work with supervisors to develop appropriate alternatives and sanctions to non-compliant behavior. Substantial knowledge of legal terminology.
- Ability to conduct legal research related to sentencing and supervision. Ability to analyze and summarize legal concepts and issues. Ability to deal with violent and/or difficult people. Ability to counsel offenders/defendants in order to maintain compliance with conditions of their release. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.
- Ability to organize and prioritize work schedule, under general direction of the supervisor. Ability to exercise discretion and work under pressure of short deadlines.

Judgment and Ethics:

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Written and Oral Communication/Interaction:

- Most written communication for presentation to judicial officers is scrutinized by a supervisor or senior officer. Skill is required in communication with attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of assisting officers in supervision and investigation.

Information Technology and Automation:

- Skill in the use of automated equipment including mobile devices, word processing, and various other types of software. Ability to use utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to interpret and analyze data from a variety of investigative databases with some assistance from supervisor.

Primary Job Focus and Scope

- The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration.

Complexity and Decision Making

- Aspects of both the investigative and supervision functions of probation work are time-consuming and complicated. Incumbents work within tight deadlines. Generally, procedures are established and well documented. Probation/Pretrial Services Officers exercise some discretion in carrying out assigned responsibilities. Incumbents make decisions based on their level of knowledge and experience, with more complicated matters or problems referred to the supervisor.

Interactions with Judiciary and External Contacts

- The primary judiciary contacts are other probation/pretrial services staff, judicial officers and staff of other court units for the purpose of conducting investigations, and maintaining accurate and up-to-date information in case files. The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities.

Work Environment and Physical Demands

- Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).

Court-Preferred Qualifications: Progressively responsible work experience gained in the criminal justice system and/or public agencies involving work related to law enforcement; drug/alcohol counseling and/or testing; paralegal experience; through college internships; or through work such as teaching, counseling, coaching of individuals, or other closely-related field. Completion of an advanced degree from an accredited university is preferred.

Physical Requirements: The duties of probation officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who may 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-defense 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 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 of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel is required. New officers will be required to attend a four to six-week training academy at the Federal Law Enforcement Training Academy in Charleston, South Carolina, during the first year of employment.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, 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 and the essential job functions derived from the medical

guidelines for probation officers, pretrial services officers and probation officer assistants are available for public review at <http://www.uscourts.gov/services-forms/probation-and-pretrial-services/officers-and-officer-assistants/officer-and-officer>
<http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/Officers/OfficerEssentialJobFunctions.aspx>

Maximum Entry Age: U.S. Probation Officers and Assistants are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement/separation provisions require mandatory separation once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, 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 federal 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 federal law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Desirable Characteristics: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

For additional information, please visit <http://www.wiep.uscourts.gov/about/job.html>

Salary and Required Education and Experience: This position is graded under the Court Personnel System. All probation or pretrial services 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.

At Classification Level 25, applicant must have one year specialized experience equivalent to work at the CL-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

At Classification Level 27, applicant must have two years specialized experience including at least one year equivalent to work at the CL-25 **or** completion of the requirements of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree.

At a Classification Level 28, applicant must have two years specialized experience, including one year equivalent to work at the CL-27.

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

Benefits: The U. S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. Pursuant to 18 U.S.C. Section 3602, Probation Officers may only be removed "for cause". Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. For more information on benefits offered visit <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> Additional optional programs are available. This position is subject to mandatory electronic funds transfer for payment of net pay.

Conditions of Employment: Applicants must be citizens of the United States of America or a permanent resident seeing U.S. citizenship. Non-citizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Candidates selected for interviews will be required to participate in appropriate testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) before an offer of employment being made.

Submission of false or fraudulent information on or attached to an application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification.

TO APPLY: Applicants must submit the following in **one pdf document** to jobs_wiep@wiep.uscourts.gov Attention - PO - 16-02:

A cover letter which addresses qualifications, skills, and relevant experience [see section on *Job Requirements*] necessary for the position;

AO 78, Application for Judicial Branch Federal Employment (be sure to complete box 6)
http://www.wiep.uscourts.gov/about/Job_AO_078.pdf

"Unofficial" bachelor's/master's degree college transcripts; transcript(s) submitted must indicate date(s) of graduation, degree(s) awarded, and grade point average(s). **If you are a final candidate, "Official" transcripts will be required.**

A writing sample of the applicant's choosing (from a work or school situation) and

Your most recent performance evaluation. If you do not have one, please address in your cover letter.

To be considered for this opportunity, you must submit ALL required documents. Partial application materials will not be considered.

Only qualified applicants will be considered for this position. Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for testing and personal interviews. The U.S. Probation Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case by case basis.

More than one position may be filled from this announcement. Job offers may be made prior to Monday, January 11, 2016. Assigned duty station may change after appointment based on office needs. The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position **in either the Milwaukee or Green Bay office** becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

An Equal Opportunity Employer