

**United States Probation Officer/Probation Officer Assistant
Vacancy Announcement #21-16**



**UNITED STATES PROBATION
OFFICE
Northern District of Oklahoma**

POSITION TITLE: United States Probation Officer or United States Probation Officer Assistant: Pretrial, Presentence or Supervision Unit (Full-Time/Permanent)

DUTY STATION: Tulsa, Oklahoma

OPENING DATE: September 13th, 2021

CLOSING DATE: Open Until Filled

START DATE: To Be Determined

ANNUAL SALARY: United States Probation Officer: CL 27/03-CL 27/18 (\$52,787-\$60,875) The current salary for officers within the Judiciary wishing to transfer will be considered through CL 28.
United States Probation Officer Assistant: CL 25/12-26/14 (\$49,426-\$55,409) There is promotion potential to the next higher level, which could occur without further competition.

The U.S. Probation Office reserves the right to cancel and/or modify this position announcement as needed.

POSITION OVERVIEW:

The United States Probation Office for the Northern District of Oklahoma is a combined district responsible for all pretrial, presentence, and post-conviction functions for the United States District Court. The district is comprised of eleven counties in Northeastern Oklahoma. The office is located in Tulsa, Oklahoma.

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. Officers promote community safety, gather information, supervise defendant/offenders during traditional and non-traditional hours, interact with other agencies, conduct investigations, prepare reports, and present recommendations to the court. The probation officer assistant serves in a judiciary law enforcement position under the direction and guidance of a supervisor, provides technical support and assistance in a wide range of areas, including assisting with compiling

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information for investigations; assisting with supervising defendants and/or offenders; preparing and drafting reports and correspondence; and similar duties.

PRIMARY DUTIES:

United States Probation Officers perform a full range of duties and responsibilities including, but not limited to, the following:

- Conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Evaluate information and prepare reports for the judge prior to the initial hearing with assessment of non-appearance and danger to community. A recommendation regarding bail and/or release of a defendant is included in the report.
- Supervise defendants who are released with supervision conditions.
- Notify the court and the U.S. Attorney of any violations.
- Develop supervision plan and maintain detailed record of case activity.
- Conduct presentence investigations, prepare reports and make recommendations to the court.
- Interview defendants/offenders and their families and collect 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 Procedures, the United States Sentencing Guidelines, Guide to Judiciary Policy, and relevant case law.
- Track legal developments, and update staff and the court.
- 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 of defendants/offenders, following established procedures and protocols. Maintain computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's requests for information and advice.
- Testify in court as to the basis for factual findings and guideline applications.
- Serve as a resource to the court.
- Maintain detailed electronic 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

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compliance with Mandatory Victims Restitution Act.

- Responsible for enforcement of home confinement conditions ordered by the court.

United States Probation Officer Assistants perform a full range of duties and responsibilities including, but not limited to, the following:

- Under the guidance and direction of an officer, supervise selected caseloads of defendants and/or offenders, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Conduct selected investigations as needed for pre-release/furlough, pre-sentencing, and bail reports; draft and submit selected reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observe and report to supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist probation services officers in the performance of investigations, including: compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports. Assists in the development of community resources to meet the special needs of offenders/defendants.
- Schedule and conduct urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court or Parole Commission. Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.
- Participate in on-going training and development in order to remain abreast of advanced techniques.
- Other duties as assigned.

QUALIFICATIONS:

Probation Officer:

- Bachelor's degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any other behavioral sciences.
- Must have two years of specialized experience (including at least one

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equivalent to work at the CL-25 level) or a master's degree in a field of study closely related to the position or a Juris Doctorate degree.

Probation Officer Assistant:

- Must have one year of specialized experience.

SPECIALIZED EXPERIENCE:

Probation Officer: Progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience is not creditable.

Probation Officer Assistant: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

COURT- PREFERRED SKILLS, EDUCATION, AND EXPERIENCE:

Probation Officer:

- An advanced degree in the fields listed previously under Specialized Experience
- Excellent problem-solving skills and interpersonal skills
- Excellent oral and written communication skills
- The ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.

Probation Officer Assistant:

- Experience in case management related to probation, pretrial services and/or parole supervision.
- A working knowledge of criminal history records and other federal, state or local court databases along with the ability to research criminal history or other personal information to obtain records from appropriate sources.
- Bachelor's degree preferred

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PERSONAL ATTRIBUTES AND SKILLS:

Successful candidates must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must always maintain a professional appearance and demeanor. The ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required.

SPECIAL REQUIREMENTS FOR PROBATION OFFICERS AND PROBATION OFFICER ASSISTANTS:

First time appointees to the position of United States Probation Office must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, incumbents 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 officer assistants are available for public view at <http://www.uscourts.gov>.

Probation Officers (not Probation Officer Assistants) must successfully complete a six-week national training program at the United States Courts National Training Academy at the Federal Law Enforcement Training Center in Charleston, South Carolina.

OTHER IMPORTANT INFORMATION:

- Applicants must be United States Citizens or eligible to work in the United States and have a valid driver's license. Applicants must not have reached his/her 37th birthday at the time of appointment and must meet physical standards.
- The United States Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, or hire more than one applicant from this announcement, any of which may occur without prior written notice or without further advertising. Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The Court is not authorized to reimburse travel expenses in connection with an interview or to pay relocation expenses.
- More than one position may be filled by this posting.

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BENEFITS:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees, such as:

- Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service
- A minimum of eleven (11) paid holidays per year
- Mandatory participation in the federal retirement system and social security program
- Optional participation in the federal health insurance program of your choice
- Optional vision and dental programs are offered
- Optional participation in the flexible spending program for health and childcare
- Optional participation in a group life insurance program
- Retirement - Basic Benefit (FERS employees)
- Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay

When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration.

HOW TO APPLY:

The application packet consists of:

- Cover letter
- Resume (two-page maximum)
- AO78, Federal Judicial Branch Application for Employment (click [here](#))

Please email the entire packet as one attachment in PDF format with “Vacancy #21-16” in the subject line to: okndhr@oknd.uscourts.gov

Only electronic applications will be accepted.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. Applicants interviewed will be given a written assessment exercise. School transcripts may be requested as part of the final selection process. Due to the volume of applications received, U.S. Probation Office will only communicate with those qualified individuals who will be interviewed.

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NOTICE TO APPLICANTS:

The U.S Probation Office requires employees to adhere to a Code of Conduct which is available for review at www.uscourts.gov. The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKPLACE.**