

**UNITED STATES PROBATION &
PRETRIAL SERVICES OFFICE
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: U.S. Probation Officers - Transfer Opportunity

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: USPO #15-06

LOCATION: Boston, Taunton, Lawrence, Worcester and/or Springfield,
Massachusetts

CLASSIFICATION LEVEL: CL 28 (\$61,369 - \$99,783) *
* Starting salary depending on qualifications and experience

OPENS: October 7, 2015 **CLOSES:** Open Until Filled

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is currently accepting applications from current U.S. Probation or U.S. Pretrial Services Officers in good standing (i.e., not on a performance improvement plan, in a probationary period or in a similar status). Office assignment could be in any of our five office locations in Boston, Taunton, Lawrence, Worcester or Springfield.

Judiciary employees serve under excepted appointments and are entitled to standard federal benefits such as paid vacation and sick time, health/dental/vision insurance, life insurance, long term care, flexible benefits (health care/dependent care/commuter and parking accounts) and a tax-deferred retirement savings plan. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. More than one vacancy may be filled from this announcement.

OCCUPATIONAL INFORMATION

Probation Officers are designated as hazardous duty positions and covered under the hazardous duty retirement system. Persons in a position certified as law enforcement and enrolled in the law enforcement retirement system contribute a greater percentage of their salary toward the pension system and are eligible to retire earlier than other federal employees.

POSITION DESCRIPTION

Assignment of position could either be in the Court Services or Field Services unit, depending on availability and candidate's qualifications.

Court Services Unit - A United States Probation Officer conducts investigations and prepares presentence and bail reports for the Court with recommendations for detention, release, and sentencing of individuals charge and convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families; investigating the offense, prior record, and financial status of the offender; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the defendant's/offender's background, assess danger to the community and risk of non-appearance at future court proceedings, assess the probability of future criminal behavior, calculate profit from, and any restitution owed for, the offense, and to determine the offender's ability to pay fines or make restitution. Officers apply U.S. Sentencing Commission guidelines and case law; decide the appropriate course of action after analyzing any objections to presentence reports; resolve disputed issues; make written sentencing recommendations to the Court; and appear at hearings to assist as needed.

Supervision Unit - A United States Probation Officer supervises defendants and offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Maintains personal contact through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings. Makes referrals to appropriate outside agencies such as medical and drug treatment facilities, employment and training. Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of bail or supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

MINIMUM QUALIFICATIONS

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 or pretrial services officer positions. In addition, the successful applicant(s) must possess at least two years specialized experience as a U.S. Probation Officer, including at least one year at the CL-27 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.

The successful candidate must be mature, responsible, poised, organized and detail-oriented. He or she must possess good critical thinking skills, tact, sound judgment, initiative, good time management skills, and the ability to work with a wide variety of people with diverse backgrounds. Proficiency with MS Word, Westlaw and Lexis is desirable.

COURT PREFERRED SKILLS

- 1). Possess the counseling skills, personal demeanor, and commitment necessary to facilitate positive behavioral change in offenders.
- 2). Possess good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
- 3). Possess a willingness to zealously enforce the law, protect the community, and provide correctional treatment services to offenders who reside in communities throughout the District of Massachusetts.
- 4). Possess the ability and desire to work effectively with offenders.

U.S. Probation and/or Pretrial Services Officers transferring to our district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, it is at the discretion of the Chief U.S. Probation Officer for the U.S. Probation & Pretrial Services Office, District of Massachusetts, to request drug testing and/or medical examination if through direct observation or objective evidence, an officer is determined to be unable to perform the essential functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent investigation/reinvestigation report completed on behalf of the officer may be reviewed.

THE SELECTION PROCESS

Employment is subject to background investigation and verification of information supplied.

HOW TO APPLY:

Submit all of the following documents together as one pdf: (1) a letter of interest that includes an outline of your skills and experience, along with the job code from this posting, (2) an AO-78, Application for Federal Judicial Branch Employment (current version dated 10/09 - all other versions will not be accepted), (3) and your official college transcript (this document alone may be mailed to the address noted below) to:

**Susan Mohr, Human Resources Director
U.S. District Court, Probation Office
John Joseph Moakley U. S. Courthouse
1 Courthouse Way, Suite 1200
Boston, MA 02210
USPO 15-06**

Applicant packets also accepted by e-mail: usdcmajobs@mad.uscourts.gov

The AO-78 Application for Federal Judicial Branch Employment (dated as effective 10/09) can be found on the employment page of the U.S. District Court's website at www.map.uscourts.gov. Please include the code **HR Mail, USPO 15-06, Probation Officers - Transfer in the subject line of your email correspondence. Official college transcripts can be mailed to the address listed above. Applicants who fail to submit all the requested documents, as specified above, may lose consideration for employment.**

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER