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 #: **#23-03**

LOCATION: **Boston, Lawrence, Taunton, Worcester and Springfield, MA**

CLASSIFICATION LEVEL: **CL 25 - 28 ($53,471 - $121,152)***
*** Starting salary depending on qualifications and experience**

OPENS: **February 15, 2023** **CLOSES: Open Until Filled**
{Preference to those that apply by 3/3}

The U.S. Probation & Pretrial Services Office for the U.S. District Court, District of Massachusetts, is looking for experienced U.S. Probation and 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 may be in our office locations. More than one vacancy may be filled from this announcement.

Boston is the capital and largest city in the state of Massachusetts, officially the Commonwealth of Massachusetts. There are many interesting places in Boston and across the state of Massachusetts. Explore more about Massachusetts to see why many find it an attractive place to live and work.

Position Description:
Assignment will be in either the Investigations or Supervision Unit, depending on availability and the candidate's qualifications.

Investigations Unit - A United States Probation Officer conducts investigations and prepares bail and presentence 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 individuals and their families; investigating the offense, prior record, and financial status of the individual; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the individual'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 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 individuals 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, lifestyle 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. Monitors location monitoring, as necessary. Reports violations of 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 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 one year of 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, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitution: Completion of requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements may be substituted for one (1) year of specialized experience (and is qualifying for CL 25, Step 1):

1). An overall "B" grade point average equaling 2.9 or better of a possible 4.0

2). Standing in the upper third of the class

3). A "B+" (3.5) average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology

4). Election to a 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.

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position is qualifying at CL 25 Step 1

To qualify at the CL-27 level, a candidate must possess two years of specialized experience, or completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree.

To qualify at the CL-28 level, a candidate must possess at least two years of specialized experience.

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) A minimum of one year of experience.
2) Possess the counseling skills, personal demeanor, and commitment necessary to facilitate positive behavioral change.
3) Possess good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
4) Possess the ability and desire to work effectively with judges, lawyers, clients and investigative agencies.
5) Experience in conducting criminal background checks.
6) Experience or desire to work with individuals court-ordered to location monitoring with electronic technology.

Candidates for employment will be required to follow the vaccination policy for the District of Massachusetts.

APPLICATION PROCESS:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at https://forms.mad.uscourts.gov/recruitment/
Please email the Chief after submitting your application packet.

Applicants must submit the following:

1. A cover letter of interest indicating why you are interested in this position and what best qualifies you
2. A current resume, including a list of three (3) professional references and their current contact information;
3. Your last two (2) performance appraisals. If unavailable, please provide explanation in cover letter and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information

Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

For Applicants:

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U. S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

NO FAXES OR EMAIL PLEASE