



UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

VACANCY ANNOUNCEMENT No. 2019-07

TRANSFER OPPORTUNITY

POSITION:

United States Probation Officer
(One or more positions available)

LOCATION:

Newark, Trenton, and/or Camden
(Please indicate location preference in your cover letter.)

LEVEL/SALARY RANGE:

Newark/Trenton Pay Table NY	Camden Pay Table PHL
CL27 \$56,063 - \$91,183	CL27 \$52,864 - \$85,980
CL28 \$67,228 - \$109,245	CL28 \$63,391 - \$103,011

(CL and step will be matched on pay table for our locality)

OPENING DATE:

March 11, 2019

CLOSING DATE:

March 22, 2019

The U.S. Probation Office, District of New Jersey, is currently accepting transfer applications for experienced United States Probation Officers.

REPRESENTATIVE DUTIES:

The U.S. Probation Officer, under the general supervision of the Chief Probation Officer or Supervising Probation Officer, conducts investigations, makes recommendations to the Court for sentencing of individuals convicted of federal offenses, and provides supervision of offenders who are sentenced to probation and/or released from federal/military prison.

In conducting investigations and preparing reports for sentencing, the officer investigates the offense as well as the defendant's background. The preparation of these reports requires interviewing defendants and their families, investigating of the offense of conviction, prior record, and financial status of the defendant; other contacts may include the home and neighborhood, law enforcement agencies, attorneys, victims of crimes, schools, and other civic and community agencies. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Following disclosure of the report, the officer analyzes any objections and determines an appropriate course of action, including resolving

disputed issues and/or presenting unresolved issues to the Court. The officer serves as a resource to the Court to facilitate proper imposition of sentence.

In conducting supervision activities, the officer addresses offender adherence with the conditions of supervision, the reduction of risk to the community, and correctional treatment. The officer also: maintains personal contact with offenders through contacts in the office and in the community; investigates employment, sources of income, lifestyle and associates to assess risk and compliance; is responsible for detection of substance abuse and, through assessment and counseling, implementing treatment or court proceedings; refers individuals under supervision for medical, psychological, employment/training, or drug treatment depending on identified needs; investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions. As necessary, the officer prepares fact-based reports for the court or parole authorities, which may include interpretation of U.S. Sentencing Commission revocation guidelines; making recommendations for disposition; and testifying at court or parole hearings. Further, the officer interacts with organizations such as the U.S. Parole Commission, Bureau of Prisons, military parole authorities, and attorneys concerning offender supervision conditions.

The officer is responsible for maintaining accurate written records of case activity. The officer performs other duties assigned.

QUALIFICATIONS:

The incumbent must be a **current** Federal Probation/Pretrial Services Officer in good standing. This includes consistent, high quality past job experience/performance. To qualify for a CL-27 position, the incumbent must have at least two years of specialized experience, including at least one year equivalent to work at the CL-25 level. To qualify for a CL-28 position, the incumbent must have at least two years of specialized experience, including at least one year equivalent to work 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 [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.) Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

U.S. Probation officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

APPLICATION PROCEDURE:

Applicants interested in this vacancy should submit a cover letter, resume and a completed AO78 Application for Judicial Branch Employment (which can be obtained from www.uscourts.gov), along with copies of their last two performance evaluations to the attention of:

Natividade Ribeiro, Human Resources Specialist
U.S. Probation Office
50 Walnut Street, Room 1001
Newark, NJ 07102
Announcement # 2019-07

E-mail versions may be submitted to: Natividade_Ribeiro@njp.uscourts.gov. All applications will be acknowledged.

SELECTION PROCESS:

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status. The time frame for submission of the letter will be determined by the Probation Office after the interview.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview and testing. Final selections must be approved by the U.S. District Court. The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the "Excepted Appointment" status and are considered "At-Will" employees.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position 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.

**THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY
IS AN EQUAL OPPORTUNITY EMPLOYER**