



UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

VACANCY ANNOUNCEMENT No. 2019-11

POSITION: UNITED STATES PROBATION OFFICER
One position available

LOCATION: Newark and Paterson
(Please indicate location preference in your cover letter)

LEVEL/SALARY RANGE: Pay Table NY
CL25 - \$49,297 - \$78,917
CL27 - \$57,254 - \$93,101
CL28 - \$68,630 - \$111,581

Beginning Classification and Steps will vary depending on qualifications, experience and funding availability. Salary progression based on acceptable performance. There is potential for promotion to a higher level without further competition.

OPENING DATE: May 30, 2019

CLOSING DATE: Open until filled

The United States Probation Office for the District of New Jersey is seeking highly motivated, qualified individuals for the position of United States Probation Officer.

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 offenders 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.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration. An advanced degree is preferred.

Court Personnel Classification level requirements:

- * CL 25 – Bachelor's Degree with one year specialized experience
- * CL 27 – Bachelor's Degree with two years specialized experience
- * CL 28 – Bachelor's Degree with three years specialized experience

Specialized Experience: Progressively responsible experience 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 with any criminal investigative experience, is not creditable.

Educational Substitutions: Completion of one academic or graduate work in a field of study closely related to the position is qualifying at CL-25. Completion of a Master's degree in a field of study closely related to the position or Juris Doctor (JD) Degree, is qualifying at CL-27.

MAXIMUM ENTRY AGE:

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 experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such, you will be subject to mandatory separation based on age, if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

PHYSICAL REQUIREMENTS:

The duties of probation officers require the investigation and management cases involving individuals convicted of federal criminal offenses who present physical danger to officers and the public. Moderate to arduous physical exertion (including prolonged periods of walking and standing, physical dexterity and coordination necessary to employ the use of self-defense tactics) is required in the supervision, treatment, and control of these offenders. On a regular basis, probation officers face unusual mental and physical stress inasmuch as they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses.

JOB REQUIREMENTS:

Final candidate(s) will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.

The applicant selected for this position will undergo a full background investigation by the Office of Personnel Management (OPM). Applicant will be hired provisionally pending the outcome of the investigation. Employment is contingent upon outcome of a favorable OPM background investigation. An unsatisfactory background investigation may result in termination of employment.

Prior to appointment, the selectee considered for this position must 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 a condition of employment, the officer 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 review at <http://www.uscourts.gov>.

Applicant must be a U.S. citizen or eligible to work in the United States.

Mandatory attendance at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina for six (6) consecutive weeks.

DESIRABLE QUALIFICATIONS:

The successful candidate must be motivated, organized, able to maintain a professional demeanor, work well with others, observe ethical standards, and treat all persons courteously and without bias.

The successful candidate must possess the ability to communicate effectively, both orally and in writing. Experience as a Probation Officer and skill in legal reasoning and critical thinking is preferred

Knowledge and compliance with, [the Code of Conduct for Judicial Employees](#), internet and technology security, and court confidentiality is required

EMPLOYEE BENEFITS:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
- Participation in the Federal Law Enforcement Hazardous Duty Retirement Program and in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401k plan. Voluntary participation in the Federal Employee Health Benefits Program, Federal Employee Group Life Insurance Program, Federal Judiciary employee long-term care insurance, Flexible Spending Accounts (FSAs), the commuter benefits program, Employee Assistance Program (EAP), and work/life services.
- Up to 14 paid holidays a year.
- Mandatory electronic direct deposit of salary payment.

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) to the attention of:

Natividade Ribeiro, Human Resources Specialist
U.S. Probation Office
50 Walnut Street, Room 1001
Newark, NJ 07102
Announcement # 2019-11

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. No phone calls please.

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 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