



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2021-03

#### **TRANSFER OPPORTUNITY**

**POSITION:** United States Probation Officer  
(One or more positions available)

**LOCATION:** Camden, New Jersey

**LEVEL/SALARY RANGE:** Camden Pay Table PHL  
CL27 \$56,209 - \$91,374  
CL28 \$67,382 - \$109,505  
(CL and step will be matched on pay table for our locality)

**OPENING DATE:** July 14, 2021

**CLOSING DATE:** July 28, 2021

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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 supervises individuals who are sentenced to probation and/or released from federal/military prison.

In 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 the offense of conviction, prior record, and financial status of the defendant; other contacts may include, but are not limited to, 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.

The supervision officer encourages the rehabilitation of individuals under supervision (IUS) by monitoring their compliance with court-imposed conditions of supervision and implementing evidenced based supervision strategies. Supervision activities include, but are not limited to, assessing criminogenic needs, monitoring individuals in the community, investigating and reporting noncompliance, and encouraging a law-abiding lifestyle. The officer monitors the individual's employment, living circumstances, social networks, and thinking patterns. Additionally, the officer identifies addiction or mental health needs and makes appropriate treatment referrals. The officer engages the IUS at the residence, employment and community; and collaborates with treatment providers, local law enforcement, community members and the court to hold the IUS accountable for living a law-abiding lifestyle and complying with the conditions imposed by the court. The officer reinforces positive change by the IUS and helps the IUS identify and remove obstacles to success. When necessary, the officer notifies the court of noncompliance and recommends appropriate sanctions or modifications to the conditions of supervision.

### **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](http://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 # 2021-03

E-mail versions may be submitted to: [Natividade\\_Ribeiro@nj.uscourts.gov](mailto:Natividade_Ribeiro@nj.uscourts.gov). All applications will be acknowledged.

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference USPO Vacancy #2021-03 in the email subject line.

**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 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**