



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2024-05

**POSITION:** Probation Officer Assistant (POA)  
(One or more positions available)

**LOCATION:** Newark, Trenton and/or Camden, New Jersey

**LEVEL/SALARY RANGE:** CL 24  
Newark/Trenton Pay Table NY (LEO) \$55,254 - \$87,204  
Camden Pay Table PHL (LEO) \$51,756 - \$81,682

*Depending upon qualifications and experience.*

**OPENING DATE:** April 23, 2024

**CLOSING DATE:** Open Until Filled

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The U.S. Probation Office for the District of New Jersey is seeking a highly motivated, qualified individual for the position of United States Probation Officer Assistant.

This position is located at the U.S. Probation Office and serves in a judiciary law enforcement position under the direct supervision of a senior probation officer or supervising probation officer. The incumbent provides technical support and services to probation officers in a wide range of areas including supervision of low-risk individuals under supervision (IUS), preparation of presentence reports, and investigations such as collateral investigations, supplemental reports to the Bureau of Prisons, modified presentence reports, and pre-release investigations.

#### **REPRESENTATIVE DUTIES:**

All duties are conducted under the guidance and direction of a senior officer and/or a supervising probation officer and requires maintaining accurate and detailed case records and documentation.

Supervises selected caseloads of IUS by placing telephone calls, making home/office contacts, and community/field contacts.

Interviews IUS and their families, investigates offense(s), prior record, and financial status of the IUS. Contacts law enforcement agencies, attorneys, victims of the crimes, schools, churches, civic organizations, etc., and obtains supporting documentation for the purpose of preparing investigations.

Assists probation officers with investigation, analysis, and evaluation of all types of investigations.

Prepares and completes assigned investigations and maintains case file with supporting documentation.

Conducts record checks on all available automated systems and obtains pertinent supporting documentation.

Following disclosure of the presentence report to the parties, analyzes any objections and makes recommendations to the probation officer and/or supervising probation officer as to the appropriate course of action.

Schedules and collects urine samples from IUS of the same gender and maintains appropriate records. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enters data into the office's computerized database system. Maintains a detailed written record of case activity. When applicable, may assist officers and non-English speaking IUS/defendants, family members, and witnesses in translating speech, documents, and correspondence.

Testifies at violation proceedings before the Court or Parole Commission.

Reports all hazardous incidents encountered in the course of duty to the Chief Probation Officer, the Court, and the Office of Probation and Pretrial Services, as appropriate.

Performs other duties as 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, and one-year specialized experience.

Specialized Experience: Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or substance/addiction treatment. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

#### **MAXIMUM ENTRY AGE:**

First-time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37<sup>th</sup> 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 officer assistants require the investigation and management of 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 investigation, supervision, treatment, and control of IUS. On a regular basis, probation officers and probation officer assistants 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 individual selected for this position will undergo a full background investigation by the Office of Personnel Management (OPM). Applicants will be hired provisionally pending the outcome of the investigation. Employment is contingent upon the outcome of a favorable OPM background investigation. An unsatisfactory background investigation may result in termination of employment.

Prior to appointment, the individual selected for this position must undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, the probation officer assistant 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>.

Applicants must be United States citizens or eligible to work in the United States.

## **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 are 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 15<sup>th</sup> 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 per year.
- Mandatory electronic direct deposit of salary payment.

For more detailed information about federal court benefits, go to:  
<https://www.uscourts.gov/careers/benefits>

**APPLICATION PROCEDURE:**

Applicants interested in this vacancy should submit a cover letter, resume and completed AO78 Application for Judicial Employment (which can be obtained from [www.uscourts.gov](http://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 #2024-05

Email versions are preferred and may be submitted to: [Natividade\\_Ribeiro@njp.uscourts.gov](mailto:Natividade_Ribeiro@njp.uscourts.gov).

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference USPOA Vacancy #2024-05 in the email subject line. Due to the high sensitivity of this position, the Optional Background Questions (18-20) on the AO78 form must be answered.

**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.

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**