



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2021-01

**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 Office	Camden Office
Pay Table NY	Pay Table PHL
CL25 - \$50,918 - \$81,546	CL25 - \$47,900 - \$76,713
CL27 - \$59,171 - \$96,149	CL27 - \$55,664 - \$90,451
CL28 - \$70,901 - \$115,275	CL28 - \$66,699 - \$108,444

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:** December 16, 2020

**CLOSING DATE:** January 13, 2021

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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.

Current U.S. Probation Officers seeking transfer are also encouraged to apply.

#### **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.

#### **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 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 year of graduate work in a field of study closely related to the position is qualifying at CL-25. Completion of a Masters 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 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 officers 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 individuals under supervision. 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.

Applicants 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 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 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>.

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

Newly appointed officers must attend mandatory training 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 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.

### **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 #2021-01

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 USPO Vacancy #2021-01 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. 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 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**