

**U. S. PROBATION & PRETRIAL SERVICES
DISTRICT OF DELAWARE
VACANCY ANNOUNCEMENT (#18-01)**

POSITION: UNITED STATES PROBATION OFFICER

SALARY RANGE: CL 27, Step 1 to 25 (\$52,864.00 to \$66,110.00) CPS Table PHL
(based on qualifications & experience)

OPENING: October 12, 2018

CLOSING: Open until filled: Preference given to those applications received by
October 26, 2018

Position Overview: This position is located in the U. S. Probation & Pretrial Services Office, District of Delaware. The District serves the three counties of Delaware and has offices in Wilmington and Dover. Assignment to an office duty station is at the discretion of the Chief Probation Officer and may be changed to meet the needs of the agency. The person filling this position must be able to perform a wide range of duties, such as investigation and supervision of pretrial defendants, conducting background investigations on convicted defendants, and supervising sentenced federal offenders. The ability to communicate effectively, in writing and orally, is a requirement. The successful applicant must also be able to work effectively with a wide range of people of varying backgrounds. There is potential promotional opportunity up to a CL 28, without further competition. More than one position may be filled; however, hiring may be constrained by budgetary considerations.

Job Summary:

Probation Officers provide casework services to persons who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole (including military parole) and supervised release. This involves the delivery of evidence-based correctional interventions to foster those on supervision toward lawful self-management. The selected candidate may also facilitate, monitor and enforce compliance with court orders as directed by the Court, the U.S. Magistrate Judge and the Chief Probation Officer. The selected candidate may conduct pretrial/presentence investigations and prepare reports for the U.S. District Court, U.S. Magistrate Judge and as otherwise directed. Reports to the Court may include criminal risk assessment, the application of national and local guidelines and recommendations to assist the Court with its detention and sentencing decisions.

Given the professional nature of the position, the selected candidate may be required to work, at times, in excess of 40 hours per week, including nights and weekends, without additional compensation.

Minimum Qualifications:

To qualify for the U. S. Probation and Pretrial Services Officer position, a candidate must be a United States citizen or otherwise eligible to work for the United States. All probation officer positions require completion of a bachelor's degree from an accredited college or university, preferable in the field of psychology, sociology or any of the behavioral sciences.

Experience:

In addition to meeting education requirements, current United States Probation Officers must possess two years of specialized experience or completion of master's degree closely related to field of Juris Doctorate.

Specialized experience is described as a progressively responsible experience, gained after completion of a bachelor's degree, which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Experience as a police, custodial or security officer does not qualify as specialized experience.

Physical Requirements and Maximum Entry Age:

Prior to appointment, the selectee considered for this position will 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 conditions of employment, incumbent 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/services-forms/probation-and-pretrial-services/officers-and-officer-assistants/officer-and-officer-0>

First-time appointees covered under law enforcement retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over, who have previous law enforcement officer service under the Civil Service Retirement System, or the Federal Employment 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 law enforcement officer experience subtracted from their age to determine if they meet the maximum age requirement.

Preferred Skills:

At least three years of specialized experience and a master's degree in a closely related field of study. Excellent computer knowledge and the ability to type a high volume of material accurately. Ability to communicate orally and in writing. Ability to organize, oversee and complete multiple projects simultaneously, with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards and demonstrate integrity in meeting the office's vision, mission and goals. Travel and possession of a valid driver's license are required.

Benefits:

Judiciary employees serve under excepted appointments and are entitled to standard federal

benefits such as paid vacation, paid sick time, health and life insurance and a tax-deferred savings plan. Judicial employees are also eligible for long-term care insurance, disability insurance, and a Flexible Benefits Program which includes medical care reimbursement, dependant care reimbursement, and commuter benefits reimbursement.

Selection Process:

Applicants will be screened for these qualifications and the best qualified applicants will be invited for a personal interview in Wilmington at their own expense. Applicants invited for a personal interview will be subject to a background check including credit and criminal record checks with law enforcement agencies.

Application Process:

Please visit the U.S. Courts website to obtain a judicial application form (AO078) <http://www.uscourts.gov/sites/default/files/ao078.pdf>

To be considered for this position, the completed judicial application (AO078), a cover letter, resume, and brief writing sample (not more than two pages) is required. The nature of the writing sample is your choice, as long as it exemplifies your ability to write. It would be preferable if the item selected was something that you have previously submitted in the context of your education or work. ***Handwritten or incomplete applications will not be considered, returned, or retained.***

Applicants are encouraged to submit their complete application packages via email to: DEHR@dep.uscourts.gov. Application packages may also be submitted to:

United States Probation and Pretrial
Att.: Administrative Officer
Suite 400
824 Market Street
Wilmington, DE 19801

Due to the volume of applications received, the probation office will communicate with only those individuals who will be interviewed. If you are not contacted, another candidate was invited for an interview.

Employees of the U.S. Probation & Pretrial Services are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. Probation and Pretrial Services office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice.

EQUAL OPPORTUNITY EMPLOYER