

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
DISTRICT OF NORTH DAKOTA

William J. Mooney
Chief U.S. Probation Officer

655 1st Ave. N., Suite 305
Fargo, ND 58102
Tel. (701) 297-7200

VACANCY ANNOUNCEMENT #2022-02

Position Title: U.S. Probation Officer
* more than one position may be filled from this announcement without further advertising

Salary Range: CL23 - CL27 (\$41,752 - \$66,214)
* salary is dependent upon experience and qualifications - future promotional potential is possible within this salary range without further recruitment

Position Location: U.S. Probation Office – Fargo, ND
* other duty locations within the district may also be considered

Closing Date: Open until filled

Introduction

The United States Probation and Pretrial Services Office for the District of North Dakota is seeking qualified applicants for the position of U.S. Probation/Pretrial Services Officer. The incumbent serves in a judiciary law enforcement position and assists in the administration of justice and promotion of community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officers may guide the work of probation/pretrial officer assistants, technicians, and other staff.

Representative Duties

- ◆ Conduct investigations and prepare reports for the court with recommendations concerning the release or sentencing of individuals charged/convicted of federal offenses. The preparation of these reports may require interviewing defendants and their families, investigating the offense, examining the financial status and prior record of the defendant, and contacting law enforcement agencies, attorneys, victims, and others. The purpose of these activities is to obtain information about the defendant's background, including an assessment of the probability of future criminal behavior, appropriateness of pretrial detention or release, and a determination of the defendant's profit from the offense and their ability to pay fines, restitution, and the costs of prosecution. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

- ◆ Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, source of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- ◆ Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- ◆ Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- ◆ Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- ◆ Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.

Qualifications

- ◆ Qualified applicants must have a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, law, or business/public administration. A Master's degree related to one of these fields is preferred.
- ◆ A minimum of three years of specialized experience gained in such fields as probation, pretrial services, parole, corrections, criminal investigation, or substance abuse/addiction treatment is preferred.
- ◆ Ability to communicate effectively both verbally and in writing in a clear, concise, and factual manner.

- ◆ Ability to maintain a varied and time-sensitive workload while exhibiting exceptional organizational and analytical skills, sound judgement, and high ethical standards.
- ◆ Applicants must be U.S. citizens or be eligible to work in the United States.
- ◆ Because officers must effectively deal with potential physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. First-time appointees must not have reached their 37th birthday at the time of appointment.
- ◆ Newly appointed officers will be required to attend a physically and mentally demanding six-week orientation at the Federal Law Enforcement Training Center in Charleston, SC.
- ◆ 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 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 are available for public review at <http://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer>.
- ◆ The selected candidate will be subject to a full background investigation as a condition of permanent employment. Employment will be considered provisional until the background investigation is completed, and a favorable employment suitability is determined.

Benefits:

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401K styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life Insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI), a minimum of 11 federal holidays, Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement, Federal Student Loan Forgiveness eligibility.

Application Process:

Candidates wishing to apply for this position must submit a letter of application, resume, and application for employment form AO78 to (form AO78 can be found at www.ndp.uscourts.gov/human-resources):

Mark Osman, Administrative Manager
U.S. Probation Office
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701-297-7213
mark_osman@ndp.uscourts.gov

Emailed applications should be in a single pdf document.

Equal Opportunity Employer