



U.S. District Court  
for the  
Northern District of Alabama

U.S. Probation Office  
Position Announcement

Position Title/Status:	U.S. Probation Officer/Full-time, Permanent
Announcement No.	2018-01
Opening Date:	February 9, 2018
Closing Date:	Open until filled. Preference given to applications submitted by March 16, 2018.
Number of Positions:	2
Position Locations:	Birmingham, AL and Huntsville, AL
Classification Level: <sup>1</sup>	CPS CL 25 – CL 28
Salary: <sup>2</sup>	\$40,464 - \$95,388 (Birmingham) \$41,558 - \$97,968 (Huntsville)

### **Position Overview**

The U.S. Probation Office in the Northern District of Alabama is seeking qualified applicants for the position of probation officer. Probation officers serve in a judiciary law enforcement position and assist in the administration of justice and the promotion of community safety through their assigned duties. The positions to be filled from this announcement are in the court services unit. The primary duties of officers in this unit are to conduct pretrial and presentence investigations as outlined in the Representative Duties section of this announcement. Expenses associated with travel for interviews and or relocation are non-reimbursable. Existing U.S. Probation Officers in other districts are encouraged to apply. Lateral transfers will be considered at current CL (up to CL 28) and step (without matching locality pay of originating district).

### **Representative Duties**

- Conduct investigations, prepare reports for the court, and make recommendations, concerning the release or sentencing of defendants who have been charged with and/or convicted of federal crimes. This requires interviewing defendants and their families, investigating the offense(s), prior criminal record, and financial condition of the defendant through contact with law enforcement agencies, courts, attorneys, and victims, as well as obtaining background data from various sources. An integral part of this process is the interpretation and application of statutes, the *Federal Rules of Criminal Procedure*, U.S. Sentencing Guidelines, policies, procedures, and relevant case law.
- Interview victims and provide victim impact statements to the court. Investigate and analyze financial documents and activities to assist the court in determining victim losses and defendants' ability to pay restitution and/or other monetary penalties.
- Serve as a resource for the court by responding to judicial requests for information and advice. Assess each defendant's level of risk of safety to any individual(s) or the community and the appropriateness of detention, pretrial release and/or sentencing options, and recommend conditions which provide correctional treatment and controlling strategies aimed at reducing the risk of recidivism.
- Analyze any objections to reports prepared for the court and respond appropriately. This may include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

---

<sup>1</sup> Classification level and salary are commensurate with qualifications and experience, based upon Court Personnel System (CPS) guidelines. Target grade is CL-28. Promotion potential to higher level without further competition.

<sup>2</sup> Salary differences between duty stations are based upon difference in locality pay.

- Maintain detailed written records of case activity. Testify in court as to the basis for factual findings and guideline applications.
- Communicate and cooperate with other persons and organizations (such as the U.S. Parole Commission, the U.S. Bureau of Prisons, law enforcement, treatment agencies, and attorneys) in the investigation and supervision of defendants.
- Schedule and conduct alcohol/drug use detection tests and DNA collection of defendants following established procedures and protocols. Maintain paper and automated records of test results. Maintain chain of custody of breathalyzer and urinalysis testing material. May conduct surveillance and/or search and seizure at the direction of the court.
- Supervise defendants to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. This is accomplished through personal contact with defendants in the office and community settings. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address educational, vocational, substance abuse, mental health, domestic violence, sex offender, and other criminogenic needs through assessment, counseling, cognitive behavioral interventions, referrals for training and treatment, and monitoring. Detect and investigate violation of conditions and implement an appropriate response. Report violations to the appropriate authorities. Prepare written reports, which may include application of the U.S. Sentencing Commission revocation guidelines, for violation proceedings.<sup>3</sup>
- Keep informed about legal and criminal justice developments, crime trends, and apply and share this information with staff and the court. Support evidence-based principles and practices to consistently evaluate and improve organizational performance.
- Maintain knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Consistently demonstrate sound ethics and judgment.
- Perform other duties as assigned by the Chief Probation Officer or as the court may require.

### **Qualifications**

- **REQUIRED EDUCATION:** Completion of a bachelor's degree from an accredited college or university in a related field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, or law. A master's degree in one of these fields is preferred.
- **REQUIRED EXPERIENCE:** A minimum of one year of specialized, progressively responsible experience, gained after completion of a bachelor's degree, in conducting criminal or financial investigations or legal research and report writing, or performing pretrial services, probation, parole or other community corrections case work is required. Experience in closely allied fields, such as counselor, social worker, psychologist, substance abuse treatment specialist may constitute a portion of the specialized experience. Experience as a correctional, detention, police, or law enforcement officer, other than criminal investigative experience, does not qualify as specialized experience. A minimum of three years of specialized experience and/or previous experience conducting pretrial services and/or presentence investigations is preferred.
- Completion of one academic year (30 semester or 45 quarter hours) of graduate study in a field of study closely related to the position may be substituted for one year of the specialized experience; or completion of a master's degree in a field of study closely related to the position or a Juris Doctor degree may be substituted for two years of specialized experience.

---

<sup>3</sup> This item describes duties representative of probation officers; however, the positions filled from this announcement will not currently involve assignment of these duties.

- Successful candidates must have a working knowledge of the philosophy, practices, and procedures of the community corrections field. They will have the ability to thoroughly investigate, analyze, and evaluate information from multiple sources to form sound logical recommendations and be able to write clear, concise, grammatically correct reports while meeting strict deadlines. Applicants must possess exceptional oral and written communication skills, keyboarding proficiency, and exercise initiative in handling assignments. They also must demonstrate unquestioned integrity, maturity in judgment, professionalism, tact, and the ability to work harmoniously with a wide variety of people with diverse backgrounds and to work well in a collaborative environment.

### **Requirements**

- **AGE:** First-time appointees for this position must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or older who have previous law enforcement experience in the Federal Employees Retirement System or Civil Service 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 whether they meet the maximum age requirement. Retirement is mandatory at age 57.
- **PHYSICAL:** Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov> under Officer and Officer Assistant Medical Requirements.
- **CITIZENSHIP:** Applicants must be a U.S. citizen.

### **Conditions of Employment**

- Prior to appointment, selected applicants will be required to undergo a background investigation (including employment verifications, reference checks, a criminal records check, and a credit check), pre-employment drug testing, and a medical examination. Upon successful completion of these, the incumbent may then be appointed provisionally pending a ten-year background investigation conducted by the Office of Personnel Management (OPM) and a favorable suitability determination by the court. If the OPM report reflects findings of a negative nature, which are considered unacceptable by the Chief U.S. District Judge and Chief U.S. Probation Officer, employment would be terminated.
- After appointment, probation officers are subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.
- Newly appointed officers will be required to attend and successfully complete a six-week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.
- Employees are required to use Electronic Fund Transfer (EFT) for direct deposit of pay.
- All court employees, including U.S. Probation Officers, are EXCEPTED appointments. Federal Civil Service classifications and regulations do not apply. Probation officers may be removed by the court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).

### **Benefits**

- Participation in the Federal Employees Retirement System
- 13 days of paid vacation for the first three years
- 10 paid federal holidays per year
- Federal Employees Health Insurance Benefit program with premiums eligible for pre-tax deduction
- Federal Employees Group Life, Long-Term Disability, and Long-Term Care Insurance
- Thrift Savings Plan (similar to 401K plan) with employer matching contributions
- Flexible benefits program for dependent care, health care, and commuter/parking expenses

## **How to Apply**

Qualified applicants are encouraged to submit a letter of interest, outlining experience as it relates to the stated duties, responsibilities and preferred skills of this position. In addition, the following must be submitted:

- A current resume
- Signed copies of the two most recent performance appraisals
- Three professional references
- Unofficial copy of college transcripts
- A completed Form AO-78, Application for Judicial Branch Employment.<sup>4</sup>

It is preferred that application materials be submitted via email to [resumes@alnp.uscourts.gov](mailto:resumes@alnp.uscourts.gov) in Word or Adobe (pdf) format. Applications may be mailed or hand delivered. All materials should be submitted together. Applications submitted without required documents will not be considered.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. If amended, applicants to the original announcement will automatically be considered.

Only applicants selected for further consideration will be contacted. A written assessment will be administered prior to selection for interview.

Any inquiries regarding this vacancy announcement, the application process, or follow-up calls should be directed to Human Resources Specialist LaKeshia Faulk via email at [LaKeshia\\_Faulk@alnp.uscourts.gov](mailto:LaKeshia_Faulk@alnp.uscourts.gov).

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**

---

<sup>4</sup> Form AO-78 can be found at <http://www.uscourts.gov/forms/AO078.pdf>. Please be sure your information on your AO-78 is saved before submitting. Date of birth and undergraduate GPA must be reported on the application form.