

**UNITED STATES DISTRICT COURT**

Western District of North Carolina

Probation & Court Services Office

**Job Announcement Number: 19-02**

**Position Title:** UNITED STATES PROBATION OFFICER – COURT SERVICES

**Starting Salary:** \$42,457 - \$96,082  
(Depending on Qualifications)

**Grade Level:** CL 25 (Salary Range: \$42,457 to \$67,977)  
CL 27 (Salary Range: \$49,308 to \$80,197)  
CL 28 (Salary Range: \$59,128 to \$96,082)

**Position Location:** Charlotte, North Carolina

**Open Date:** March 11, 2019

**Closing Date:** March 22, 2019 (Close of business - 5:00 p.m.)

The United States Probation and Court Services Office for the Western District of North Carolina is recruiting for a U.S. Probation Officer (Court Services). This position will be stationed in the Charlotte office.

**PRIMARY DUTIES**

**Investigative Duties:** The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Perform all other duties as assigned.

## EXPERIENCE

CL 25	One year of specialized experience equivalent to work at the CL 23; <b>OR</b> Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: An overall "B" grade point average equaling 2.90 or better of a possible 4.0; Standing in the upper third of the class; "3.5" average or better in the major field of study, such as criminal justice; Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association or College Honor Societies, other than Freshman Honor Societies; <b>OR</b> Completion of one academic year (30 semester or 45 quarter hours) of graduate study in a field of study closely related to the position.
CL 27	Two years of specialized experience, including at least one year equivalent to work at the CL 25; <b>OR</b> Completion of a Master's Degree in a field of study closely related to the position.
CL 28	Three years of specialized experience, including at least one year equivalent to work at the CL 27.

Specialized experience is defined as progressively responsible experience, gained after the completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment field.) Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

## QUALIFICATIONS:

Completion of 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, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required for all probation or pretrial services officer position.

## PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of probation and court services officers require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of defendants/offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous 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 law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

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/probation-and-pretrial-officers-and-officer>

## **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

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.

### **HOW TO APPLY**

Applicants must submit the following in A **SINGLE PDF DOCUMENT**:

- **Cover letter and resume**
- **Narrative addressing the Quality Ranking Factors**
- **Completed AO-78, Application for Judicial Branch Federal Employment (found on our website at <http://www.ncwp.uscourts.gov/employment>)**
- **Copy of two most recent performance evaluations**
- **Copy of transcripts for a bachelor's degree and any advanced degree**

Application packages submitted in the wrong format will not be accepted.

## **QUALITY RANKING FACTORS**

Applicants must submit a narrative statement addressing the factors listed below.

1. Describe your qualifications, skills, and abilities that are relevant to the field of probation, court services, corrections, counseling or case management.
2. Describe why you would like to become a United States Probation Officer in Charlotte, N.C.

Complete applications should be submitted via e-mail to [hr@ncwp.uscourts.gov](mailto:hr@ncwp.uscourts.gov) by close of business on Friday, March 22, 2019, at 5:00 p.m. All application materials should be sent as a **single PDF document**. The application form AO-78 is available at [www.ncwp.uscourts.gov](http://www.ncwp.uscourts.gov). Please reference Job Announcement # 19-02.

Applicants selected for interviews will be required to take a skills test that assesses written and verbal skills as well as analytical reasoning abilities.

## **INFORMATION FOR APPLICANTS**

Electronic Fund Transfer (EFT) for payroll deposit is required. Applicants must be U.S. citizens or eligible to work in the United States. The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for an interview. Only those interviewed will receive notification when the vacancy is filled.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Probation Chief may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Western District of North Carolina is an Equal Employment Opportunity Employer.