

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
PROBATION OFFICE**

EMPLOYMENT OPPORTUNITY

POSITION: U. S. Probation Officer
LOCATION: Brunswick, Georgia
VACANCY: **16-01**
STARTING SALARY: CL-25 to CL-28 (\$50,600 - \$92,336)
(Starting salary commensurate with qualifications)
(Promotion potential up to CL-28 without further recruitment)

CLOSING DATE: February 26, 2016 (applications received after this date will not be considered)

The United States Probation Office for the Southern District of Georgia has an opening for a full-time U.S. Probation Officer in Brunswick, Georgia. Incumbent will report directly to a Supervisory U.S. Probation Officer.

REPRESENTATIVE DUTIES:

Incumbent conducts investigations and prepares reports for the Court with recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission advisory guidelines and relevant case law. Incumbent testifies in court as to guideline applications and serves as a resource to the Court to facilitate proper imposition of sentence.

Incumbent supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, source of income, lifestyle and associates are investigated to assess risk and measure compliance. Incumbent detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Incumbent also refers offenders to appropriate outside agencies for counseling, treatment, employment assistance, and training.

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 work of the position of probation officer. Incumbent must have solid analytical skills; excellent written and oral communication

skills; ability to organize, oversee, and complete multiple projects simultaneously; and ability to maintain confidentiality and work harmoniously with others. Computer skills and the ability to type are required.

Two years specialized experience obtained through progressively responsible experience in fields such as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience as a police, custodial, or security officer, other than criminal investigation experience, is not creditable. Completion of an academic year of graduate work (30 semester or 45 quarter hours) in a field of study closely related to the position equates to one year of specialized training.

PHYSICAL REQUIREMENTS AND MAXIMUM AGE ENTRY:

The duties of probation officers require the investigation and management of alleged criminal defendants and convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination to operate a firearm, 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 of efficiently performing these duties. 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. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment; however, severe health problems or physical defects that constitute employment hazards to the applicant or others may disqualify an applicant.

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

SPECIAL REQUIREMENTS FOR PROBATION OFFICERS:

First time appointees to the position of U.S. Probation Officer must undergo an extensive government background investigation. Further, 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>.

EMPLOYEE BENEFITS:

The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Care Plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The selected applicant’s employment is contingent upon a commitment to remain employed as a USPO in the Southern District of Georgia for a minimum of three (3) years.

APPLICATION PROCESS:

Submit cover letter, detailed résumé with salary history, AO78, recent performance evaluations, and college transcript(s) by mail to the address below. Please indicate the vacancy number on your cover letter.

United States Probation Office
Attn: Human Resources Administrator
Vacancy Announcement 16-01
P.O. Box 8165
Savannah, GA 31412

Only applicants who are selected to proceed to the next step will be contacted.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name (<i>Last, First, Middle Initial</i>)	2. Phone Number
3. Present Address (<i>Street, City, State, Zip</i>)	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth (<i>complete only for law enforcement positions</i>)

GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, give the Country of your citizenship _____
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan Grade Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____ _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)

BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? (<i>Include felonies, firearms or explosives violations, misdemeanors, and all other offenses</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 10 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? (<i>Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan).</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, Date of Completion _____
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WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

B

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____