

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

**TRANSFER OPPORTUNITY**

**POSITION:** U. S. Probation Officer  
**LOCATION:** Savannah, Georgia  
**VACANCY:** **PROB 20-04**  
**STARTING SALARY:** CL-25 to CL-28 (\$54,668 - \$99,762)  
**CLOSING DATE:** October 30, 2020

The U.S. District Court for the Southern District of Georgia is comprised of three authorized District Judgeships, two senior judges, and three magistrate judges. The Southern District of Georgia is headquartered in Savannah and has divisional offices in Augusta and Brunswick. The Probation & Pretrial Services Office has an opening for a U.S. Probation & Pretrial Services Officer in Savannah, Georgia.

**POSITION SUMMARY:**

The U.S. Probation and Pretrial Services Officer performs duties and responsibilities which include, but are not limited to, the following:

Officers conduct investigations and prepare 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, employers, attorneys, victims of crimes, and other civic or community agencies. An integral part of the presentence process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Following disclosure of the presentence report, the officer analyzes any objections and determines an appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the Court. Officers monitor and supervise defendants and persons under federal supervision, enforce court conditions, and provide treatment opportunities to support positive lifestyle changes. Officers perform any other related duties required by the Court or the Chief Probation Officer. **This Vacancy, Prob 20-04, is for a Presentence Officer.**

In conducting post-sentence supervision activities, the officer addresses the adherence of persons under supervision to their court-imposed supervision conditions, the reduction of risk to the community, and correctional treatment. The officer also maintains personal contact with persons under supervision through contacts in the office and community; investigates employment, sources of income, lifestyle and associates to assess risk and compliance; monitors for substance abuse and, through assessment and counseling, implements treatment or petitions for court proceedings; addresses substance abuse, mental health, domestic violence, and similar issues; refers persons under supervision for employment/training, and medical, psychological, or drug treatment depending on identified needs; investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions. As necessary, the officer prepares fact-based reports for the Court or parole authorities, which may include interpreting the U.S.

Sentencing Commission revocation guidelines; making recommendations for disposition; and testifying at court and parole hearings. Further, the officer interacts with organizations such as the U.S. Parole Commission, the Bureau of Prisons, military parole authorities, and attorneys concerning conditions for persons under supervision.

### **QUALIFICATIONS:**

Completion of a bachelor's degree from an accredited college or university with a major in criminal justice, criminology, psychology, sociology, human relations, business or public administration is **required**. An advanced degree is preferred.

### **INFORMATION FOR APPLICANTS:**

**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:**

Email the following documents in a single PDF to [gas\\_permgr@gas.uscourts.gov](mailto:gas_permgr@gas.uscourts.gov) with Vacancy Number PROB 20-04 indicated in the subject line of your email. **ALL REQUESTED DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Cover Letter addressing your skills and experience, with an explanation as to how those skills and experience may contribute to the organization;
- Detailed resumé with salary history;
- Completed AO78 (available at [www.gasp.uscourts.gov](http://www.gasp.uscourts.gov));
- Most recent performance evaluation;
- List of 3 professional references; and
- Copy of college transcripts

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.**