

## ...THE "SUNSHINE STATE" HAS AN OPPORTUNITY...



### VACANCY ANNOUNCEMENT 21-01

**U. S. District Court – U. S. Probation Office  
Northern District of Florida**

**September 25, 2020 – October 23, 2020\***

**\*Applicants who have previously applied will need to reapply with updated packet.**  
**PLEASE USE UPDATED "APPLICATION FOR JUDICIARY EMPLOYMENT (02/20)"**

**Position: U. S. PROBATION OFFICER                      Position Type: Full-time/Permanent**

**Salary Ranges\*\*:** Judicial Salary Plan (CPS) CL 25—CL 28 (\$44,066 - \$76,721/annually)

**Position Location:** To be determined.

\*\*Starting classification level and salary are dependent upon education, experience and qualifications. Promotion potential up to CL 28 without further competition.

**District Summary:** The Northern District of Florida is a combined probation and pretrial services district serving a largely rural 23 county area in the panhandle of Florida. Our headquarters is located in Pensacola, with four division offices located in Pensacola, Panama City, Tallahassee and Gainesville. We are an outcome-based organization working in partnership with the community to improve the lives that we serve and the safety and welfare of the community, while providing exceptional service to the court, the legal community and the general public. We are also a learning organization which encourages staff to explore opportunities for meaningful personal, professional, and organizational growth. We believe that leadership is a shared responsibility of all team members. We encourage creativity in problem solving and encourage all staff members to lead from where they stand.

#### **Position Overview:**

**Representative Supervision Duties** - Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment as necessary. Develops and implements supervision plans. Contacts offenders through office and community visits and by telephone. Investigates employment/sources of income, lifestyle and associates, which will help to assess risk and compliance factors. Responsible for detection of substance abuse and implementing the necessary treatment or violation proceedings of appropriate offenders. Communicates with other

organizations and persons concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at revocation hearings.

***Representative Pretrial Duties*** - Conducts pretrial investigations concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of their impending offense. Gathers comprehensive, factual information, which requires interviewing offenders and their families, as well as investigating prior record and financial status of the offender through collateral sources (such as arresting authorities, U. S. Attorney's Office, family and community members). Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format. Supervises defendants while on bond to maximize adherence to imposed conditions of bond, reduce risk to the community, and to provide correctional treatment as necessary.

***Representative Investigation Duties*** - Investigates, prepares reports, and makes recommendations for sentencing of individuals in the court, which requires interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Analyzes any objections to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the court for resolution.

**Position Responsibilities:**

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Probation and pretrial services officers must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

**Minimum Requirements:**

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the investigation and supervision of federal defendants and offenders.

**Preferred Skills & Experience:**

- Utilize evidence-based practice (EBP) principles in making decisions and leading others.
- Build and maintain effective working relationships.
- Communicate effectively and foster information sharing.
- Use creativity and innovation to support and improve the work process.

- Excellent writing and verbal communication skills in English
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Experience with legal terminology and processes
- Ability to exercise mature judgment
- Demonstrated computer skills (Windows & Microsoft environment)

**Qualifications:**

**Required Education:** All probation or pretrial services officer positions require 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 relations skills involved in the position.

**Required Experience:** In addition to meeting education requirements, applicants must also have specialized experience the amounts shown in the table below:

Level	Minimum Experience Requirements
CL 25	One year of specialized experience equivalent to work at the CL 23; Or Completion of the requirements for a bachelor’s degree from an accredited college or university and one of the following superior academic achievement requirements: <ul style="list-style-type: none"> <li>• An overall “B” grade point average equaling 2.90 or better of a possible 4.0;</li> <li>• Standing in the upper third of the class;</li> <li>• “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;</li> <li>• Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;</li> </ul> Or Completion of one academic year (30 semester or 45 quarter hours) of graduate work 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; Or Completion of a master’s degree in a field of study closely related to the position, or a Juris Doctor (JD) degree,
CL 28	Two years of specialized experience, including at least one year equivalent to work at the CL 27.

**Specialized Experience:** Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**Desirable Personal Characteristics:**

The Northern District of Florida strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. A successful candidate will possess the following qualities: optimistic, honest, helpful, curious, adaptable, committed, and accountable. Successful candidates must be highly organized; must possess tact, good judgment, poise and initiative; and maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious. Must be able to balance the demands of varying workload responsibilities and deadlines.

**Physical Requirements and Maximum Entry Age:**

The duties of probation officers require the investigation and management of alleged criminal offenders or 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 necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual 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.

**In order to be included under federal law enforcement officer provisions, an individual would have to meet “maximum entry age” provisions as follows: As provided for in the Federal Employees’ Retirement Act of 1986 (hazardous duty provisions), first time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. The position allows for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.**

For an applicant with previous federal law enforcement officer experience under the Civil Service Retirement System (CSRS) or Federal Employees’ Retirement System (FERS) and either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous federal law enforcement experience, the maximum entry age would be 42.

**Medical Examination, Background Investigations and Drug Screening:**

Prior to appointment, all selected candidates for appointment as a probation officer will be required to successfully complete a medical examination, and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally and undergo a complete 10-year OPM background investigation, 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 officer, and officer assistants are available for public review at <http://www.uscourts.gov>.

**The successful candidate will be required to participate in a six (6) week National Training Academy at the Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.**

**Benefits:**

Employees of the U.S. Probation Office are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include:

- 13 paid vacation days each year for the first three years of employment, thereafter, up to 26 days each year and paid sick leave.
- Participation in the Federal Employees Retirement System and/or Civil Service Retirement System, life insurance options, Thrift Savings Plan plus Social Security
- Participation in the Federal Health Insurance Program
- Ten paid holidays each year
- Excellent opportunities for within grade salary increases and grade increases based upon performance

**Application Process:**

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants will be screened and selected based on experience, education and training.
- You must submit all required documents to be considered for this opportunity; incomplete packets will not be considered.
- Applicants may be required to respond to written assignments during the selection process.
- Qualified applicants must submit **ALL** of the following documents (please submit only requested documents):
  - A current detailed resume and letter of interest
  - Judicial Branch Federal Employment application (AO-78), which is available at: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

**Submit electronically via email (in a single (one) PDF document) by close of business on October 23, 2020 to:**

karen\_cooke@flnp.uscourts.gov

**OR you may mail application packet to:**

U. S. Probation Office, Attn: Karen Cooke  
100 N. Palafox Street, Suite 305  
Pensacola, Florida 32502

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U. S. Probation Office reserves 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 or other notice.

### **U. S. PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER**

All court employees, including U. S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Judiciary employees are “at will” employees. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 USC 3602(a).