



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
Northern District of Iowa

POSITION

**U.S. Probation/Pretrial Services
Officer Assistant(s),**
Announcement No. 16-5
More than one position may be
hired from this posting.

LOCATION

Vacancies posted for:
Sioux City, Iowa
Cedar Rapids, Iowa

STARTING SALARY

CL-25/= \$40,802 - \$65,296
Starting salaries depend on education
and experience. Range above reflects
the full pay scale for this position;
however, the incumbent would likely
start in the developmental salary range.
This salary pertains to applicants that
would be *new* Federal Judiciary Law
Enforcement appointments.

OPENING DATE

08/10/2016

CLOSING DATE

08/17/2016 or until filled

POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office, Northern District of Iowa, is accepting applications for a United States Probation Officer Assistant(s) in the Sioux City & Cedar Rapids, Iowa Probation Office(s). The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a U.S. Probation Officer Assistant within any unit and do not reflect all duties performed by positions covered by this classification.

Representative Duties:

- Under the guidance and direction of a supervisor, conduct collateral investigations for districts throughout the country; draft and submit collateral reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Assist probation and pretrial officers in the performance of presentence and pretrial investigations, including: compiling criminal histories/profiles, writing rough drafts of select/designated sections of the reports, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of probation and pretrial reports.
- Schedule and monitor urinalysis collection from offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the Court.

- Supervise a low-risk post-conviction offender caseload under the direct supervision of a Supervising U.S. Probation Officer. Coordinate field (home and collateral contacts/visits) work with a U.S. Probation Officer and/or a Supervising U.S. Probation Officer. Participate in the officer/officer assistant safety program (excluding firearms program).
- Participate in ongoing training and development in order to remain abreast of advanced techniques.
- Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, is required. May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Performs related duties and all other duties as assigned.

QUALIFICATIONS

Minimum Qualifications and Requirements:

Applicant must be a U.S Citizen or eligible to work in the United States. High School Diploma or GED is required. Candidates must also have one year of specialized experience equivalent to the work at a CL24.

Specialized experience is described as: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in probation and pretrial services offices, law firms, legal counsel offices, banking and credit firms, education institutions or social service organizations.

Preferred skills and Qualifications:

In addition to the required specialized experience; fluency in a foreign language, 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.

OTHER CONDITIONS OF EMPLOYMENT

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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 age 37 or over who have previous law enforcement officer experience under 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.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a drug screening and medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. This could take several weeks. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants may be obtained at www.uscourts.gov website under the Federal Courts section.

Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determined by the court. A full background investigation will be completed by the Office of Personnel Management (OPM) once the incumbent has entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature or disqualifying actionable issues, suitability will be reconsidered by the Chief District Judge and the Chief U.S. Probation Officer and continued employment as a U.S. Probation Officer Assistant could be terminated.

Employees 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 also subject to subsequent fitness-for-duty evaluations.

All court employees, including U.S. Probation Officer Assistants, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee. Fully appointed U.S. Probation Officer Assistants may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

Commencing on the date of her/his entry on duty, the selectee shall complete a one-year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee's supervisor the ability to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Upon discretion of the Chief U.S. Probation Officer, and taking into consideration the employee's work experience, performance, and acclamation to their assigned tasks, the probationary period could be removed prior to one year. Once the selectee has successfully completed the probationary period, the provisional status will likely be removed.

The duties of U.S. Probation Officer Assistants require investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties could 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, Officer Assistants may 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 Officer Assistants must effectively deal with physical attacks, and are subject to moderate arduous physical exertion, applicants must be physically capable of effectively performing these duties and are subject to fitness for duty examinations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

Benefits include paid vacation and sick leave, health, dental, vision and life insurance, disability insurance, supplemental benefits, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

The Probation Office provides reasonable accommodations to applicants with disabilities.

HOW TO APPLY

To be assured consideration for this position, all required documents must be included in your application.

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of the position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment; the application may be accessed <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references (including phone numbers);
4. Copies (Unofficial) of college transcript, including grade point average; and
5. Copies of two most recent performance based evaluations.

Documents must be emailed in PDF format to: hr@ianp.uscourts.gov

Please reference Vacancy Announcement No. 16-5 in the email subject line

Please note:

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.

The United States Courts is an Equal Employment Opportunity employer.