



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE  
Northern District of Iowa

## POSITION(S)

### U.S. Probation/Pretrial Services Officer(s)

Announcement No. 21-3  
More than one position may be hired from this posting.

## LOCATION

**Cedar Rapids, Iowa or  
Sioux City, Iowa**

## STARTING SALARY

CL25-CL28 (\$44,528 - \$100,739)  
The salary range listed here reflects the full pay scale for this position; the incumbent would likely start in the developmental or lower end of the pay scale. Starting salaries depend on education, skills, and experience. Promotional potential from a CL25 to CL28 without further competition is possible and is based on individual experience and performance.

## OPENING DATE

02/23/2021

## CLOSING DATE

03/21/2021 or until filled. This means an application can be received after the closing date, up to the time the position is filled, and still be fully considered.

## POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office, Northern District of Iowa, is accepting applications for United States Probation Officer(s) for either the Cedar Rapids, Iowa, or the Sioux City, Iowa, Probation Office. 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 within any unit and do not reflect all duties performed by positions covered by this classification. At this time, officers are needed in the assignment areas of presentence investigations and also in field supervision.

### Representative Duties:

- Conducts presentence 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 collateral sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and /or presenting unresolved issues to the court for resolution. Presents presentence report and sentencing recommendations to the court.
- Conducts pretrial investigations to include background information and prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of the defendant's impending offense. Gathers comprehensive, factual information and verifies with collateral resources. Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.

## **Representative Duties Continued:**

- Supervises people under supervision to provoke positive lifestyle changes and to maximize compliance to court-imposed conditions, reduce risk to the community, and provide correctional treatment.
- Assesses risk, develops objectives and strategies for controlling risk, and address identified needs. Utilizes evidence-based practices into daily activities and interactions with others. Maintains personal contact with people under supervision by way of both office based visits and home/community contacts which could take place in unsafe neighborhoods or environments where illegal activities and/or violence could occur. Investigates employment, sources of income, lifestyle, and associates to assess risk, needs, and compliance to conditions of supervision. Responsible for detection of substance abuse through assessments and subsequently implements the necessary treatment referrals and/or violation proceedings. Detects and investigates violations of supervision and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the court and appropriate authorities.
- All officers communicate with and seeks information from collaborative organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, client families, community partners, public safety/law enforcement officials, treatment providers, victims, and attorneys concerning client progress, behavior, history, and/ or conditions of supervision.
- Officers prepare an array of detailed reports, which may include application of U.S. Sentencing Commission guidelines, and responses to judicial officers' request for information. Officers may testify in court as to the basis of factual findings, case information, and guideline applications and may serve as resource to the court to facilitate proper impositions of sentences.
- Officers are required to maintain a detailed written record of case activity.
- U.S. Probation officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- 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

Applicants must be citizens of the United States or be eligible to work in the United States.

### **Minimum Skills and Qualifications:**

- Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position;
- Excellent professional references and computer abilities;
- A driver's license is required to conduct field work;
- The successful applicant must be mature, responsible, organized, and demonstrate sound ethics and judgment. Must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds;
- Must be able to work well under pressure and meet deadlines; and
- Must have the ability to interact and communicate effectively, both orally and in writing.

### **Preferred Skills and Qualifications:**

- Completion of an advanced degree from an accredited university is preferred;
- Fluency in a foreign language; licensure or certification in a behavioral science (LMSW, CADC, LPC, etc.);
- Exceptional writing skills; analytical skills; and ability to reason;
- Experience in conducting presentence investigations and/or maintaining a caseload;
- Previous state or federal judicial or corrections experience is highly desired.

### **Specialized Experience:**

A minimum of one (1) year of specialized experience is necessary to qualify at the CL25 level. A substitution option is listed below. Specialized experience is defined as: 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 qualify. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable as specialized experience for this position.

### **Educational Substitutions:**

Completion of a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

- An overall "B" grade point average;
- Standing in the upper third of the class;
- A "B+" (3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology;
- 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; or
- Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to 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.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

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.

Applicants must obtain a favorable medical examination and background investigation pursuant to policy. The court does have the final discretion to rescind the offer of employment based on suitability concerns at any time during the process.

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 process 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 are as follows: 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. More information may be obtained at [www.uscourts.gov](http://www.uscourts.gov) website under the Federal Courts section.

Upon successful completion of the medical examination and initial drug screening, the selectee may then be appointed provisionally, pending a favorable background and suitability as 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 could be terminated.

Employees will be subject to ongoing random drug screening and updated background investigations every five years. As deemed necessary by management for reasonable cause, employees also may be subject to subsequent fitness-for-duty evaluations.

All court employees, including U.S. Probation Officers, serves at the pleasure of the court and are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee. Fully appointed U.S. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a). which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

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 extended beyond one year. Once the selectee has successfully completed the probationary period, the provisional status will likely be removed.

During their first year of duty, probation officers receive extensive local training. Newly appointed officers must also successfully complete a six-week national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina, as scheduled.

The duties of U.S. Probation Officers 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 monitoring 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, officers 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 were convicted of committing federal offenses. Because officers 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 participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401 K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

*The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at [hr@ianp.uscourts.gov](mailto:hr@ianp.uscourts.gov). Applicants may view the district's Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan on the court's website at <https://www.ianp.uscourts.gov>*

## 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, skills and abilities of the position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment. Incomplete applications will not be considered. The application may be accessed at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
3. Resume with references;
4. Copies of college transcripts, including grade point average; and
5. Copies of two most recent performance-based evaluations.

**Documents must be emailed in one single PDF format to: [hr@ianp.uscourts.gov](mailto:hr@ianp.uscourts.gov)  
Please reference Vacancy No. 21-3 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.

Interviews and testing may be conducted with finalist. 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 withdrawal 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.**

