UNITED STATES DISTRICT COURT
U.S. PROBATION OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT NO. 2014-05

Position:	**PROBATION OFFICER ASSISTANT**
Terms of Employment:	Full-time, Excepted Service, Temporary *(up to one year and one day)* with potential for extension or conversion to permanent status without further competition, subject to funding.
Classification Level:	LEO Court Personnel System, Classification Level 24 LEO Table C6 - Hawaii Starting salary, dependent on qualifications Grade: CL-24, steps 1-61; Salary range: $43,070-$67,944 **Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*
Position Location:	U.S. District Court 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850
No. of Positions:	More than one position may be filled.
Closing Date:	Position open until filled. Priority consideration will be given to applications received by November 10, 2014.

The United States Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time **Probation Officer Assistant** position. The incumbent provides technical and operational support and assistance to probation officers in a variety of areas, including assisting with compiling information for investigations; assisting with and monitoring select offenders; drafting reports and correspondence; and assisting with similar operational duties.

REPRESENTATIVE DUTIES:

- Under the direct guidance of a senior officer, supervise select lower-risk caseloads of offenders, which may include placing telephone calls, making home/office contacts and community/field contacts with an experienced officer, and maintaining files and case records.
- Under direct guidance, participate in select investigations as needed for pre-release/furlough, pre-sentencing, and bail reports. Draft and submit select reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of offenders to assess risk and determine compliance.
- Assist officers by compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Reports offender's substance abuse, mental health, domestic violence, and similar problems to supervising officer so that necessary treatment or violation proceedings can be addressed with the Court. Provide officers with verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of offenders.
- Conducts collateral investigations and drafts and submits collateral reports, which may entail making telephone, office, and/or field contacts. Performs record keeping.
- Enter and obtain data and information from the agency's computerized database systems. File, maintain, and document chronological information received throughout the presentence investigation.

- Assist with general office coverage duties such as, but not limited to, reception duties and general clerical work.
- Perform other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- General knowledge of the criminal justice system, particularly as it relates to probation policies and procedures. General knowledge of the roles and functions of federal probation offices, including the practices and procedures used. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, Bureau of Prisons, and U.S. Attorney's Office, and other organizations.
- General knowledge of how other judicial processes and procedures relate to the probation office roles and responsibilities. General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information System).
- General knowledge of the *Bail Reform Act,* legal terminology, and general investigative techniques. General knowledge of techniques used in supervising offenders, and a basic understanding of sentencing guidelines.
- Skill in assisting officers in supervising offenders, conducting risk assessments, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Ability to organize, prioritize, compile, and summarize work within established time-frames and work under the pressure of short deadlines. Ability to follow safety procedures. Ability to follow detailed instructions accurately.

SALARY AND QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-24 level, the applicant must have at least one year of specialized experience equivalent to work at the CL-23 level.

Specialized experience is defined 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.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-24 = GS-8.

PHYSICAL REQUIREMENTS:

The duties of probation officer assistants require the 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 require moderate to arduous physical exercises, 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 and officer assistants 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 and officer assistants 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 and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required. A valid driver's license is required to conduct field work.

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 are available for public view at http://www.uscourts.gov/.

MAXIMUM ENTRY AGE: United States Probation Officers and Officer Assistants are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement/separation provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, 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 37 or over who have previous federal law enforcement officer 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 federal law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These 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 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: http://www.uscourts.gov/Careers/BeneFitForLife.aspx. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT:

Applicants must be citizens of the United States of America or be eligible to work in the United States. This office will contact references of the final group of candidates and may contact former employers [whether listed as references or not] to seek information on past performance history. The selected candidate will be subject to a background investigation as a condition of employment. Unsatisfactory results may result in termination of employment.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

1) Cover letter which includes a narrative statement which addresses qualifications, skills and relevant experience;
2) An updated resume;
3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: **www.hid.uscourts.gov** under FORMS and "Miscellaneous;"
4) Copies of the most recent performance evaluation; and
5) Three professional references *(optional).*

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Mail application packet to:

U.S. Probation Office
Attention: Human Resources
300 Ala Moana Boulevard, Room 2300
Honolulu, Hawaii 96850
Re: 2014-05 POA– CONFIDENTIAL

Alternatively, you may submit electronically via email to: **HR_OPPS_WP@hip.uscourts.gov** with subject line: *VA 14-05 POA Application (your name).*

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER