

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

RICHARD W. CRAWFORD
Chief Probation Officer

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VACANCY ANNOUNCEMENT No. 2008-05

Position Title: **U.S. PROBATION OFFICER**

Number of Vacancies: More than one position may be filled.

Salary Range: \$51,402 - \$93,781/year*
Classification Level: CL-25/Step 25 - CL-28/Step 61
*Salaries noted above includes 25% Cost of Living Adjustment [2008 Pay Tables A1 and 00]. Starting salary commensurate with work experience, previous federal government service, and education.

Position Location: UNITED STATES PROBATION OFFICE
300 Ala Moana Boulevard, Room C-110
Honolulu, Hawaii 96850

Term of Employment: Temporary Indefinite position may be extended or converted to permanent without further competition, subject to need and available funding.

Closing Date: Position open until filled. Applications received by April 28, 2008 will be given priority consideration.

DEFINITION

The probation officer, as an investigative, sentencing and supervision professional, is responsible for providing meaningful assistance to the court in its deliberations and decisions concerning criminal offenders and to ensure public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission or military authorities.

Representative Duties:

- Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses through the use of a fully automated and computerized system. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and costs of supervision. 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. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and, through assessment and counseling, implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.
- Travels, as necessary, (minimum once a month) to supervise offenders residing on the neighboring islands.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines, including working as required during the evenings and on weekends to supervise offenders. Overtime pay is not authorized by the Judicial Conference of the United States.

JOB REQUIREMENTS: Good knowledge of criminal justice system - particularly as it relates to federal probation and parole policies and procedures. Good knowledge of investigative and supervision techniques. General working knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Good knowledge of community and available community resources. Ability to conduct thorough investigations and make sound evaluations and recommendations. Ability to work with law enforcement agencies at different governmental levels, community service providers, and all courts. Ability to meet recurring deadlines. Ability to use various law enforcement automation systems. Basic skills in supervising offenders, risk assessment, and developing appropriate alternatives and sanctions to noncompliant behavior. Good analytical, written and oral communication skills. Unquestioned integrity, mature judgment and tact. Skill in using personal computers and use of computer software is required (e.g., WordPerfect for Windows and other software approved for office use). Must undergo and successfully complete a full field ten-year background investigation.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a field 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 with not less than two years

specialized experience ***gained after completion of a bachelor's degree***. Completion of an advanced degree from an accredited university is preferred. Specialized experience is defined as progressively responsible experience in such fields as probation, pretrial services, parole, law, corrections, counseling, criminal investigations, or work in addiction treatment. Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable. EDUCATIONAL SUBSTITUTION: Master's degree in a closely related field or a Juris Doctorate (JD) degree from an accredited college or university can be substituted for two years of specialized experience.

PHYSICAL REQUIREMENTS: The duties of probation officers 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 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 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 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.

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, pretrial services officers and probation officer assistants are available for public review at <http://www.uscourts.gov/>.

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

MAXIMUM ENTRY AGE: U.S. Probation Officers 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 separation 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.

DESIRABLE PERSONAL CHARACTERISTICS: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

***SALARY:** Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-27 level, applicant must have broad knowledge of the criminal justice system, good knowledge of investigative and supervision techniques, and one year qualifying experience specifically in probation, parole, pretrial services or criminal investigations work in addition to the two years specialized experience required at the CL-25 level. At the CL-28 level, one year of the specialized experience must have been as a CL-27 U.S. Probation/Pretrial Services Officer with thorough knowledge of U.S. Sentencing Guidelines/applicable case law and federal probation/parole legal requirements, policies and procedures.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, i.e., CL-25 = GS-9. The target grade for this position is CL-28 = GS-12.

BENEFITS: The U.S. Probation Office 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. 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. Candidates selected for interviews will be required to participate in appropriate testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) before an offer of employment is made. Prior to appointment and as a condition of employment, applicants considered for this position must undergo and successfully complete a full field ten-year background investigation and pre-employment medical examination and drug screening. In addition, the incumbent will be subject to random drug screening throughout employment and updated background investigations similar to the initial investigation every five years.

TO APPLY: Qualified applicants must submit:

- 1) **Eight (8)** copies of a cover letter which addresses qualifications, skills, and relevant experience [see section on *Job Requirements*] necessary for the position;
- 2) **Eight (8)** copies of the SF-171, Application for Federal Employment, and
- 3) **Eight (8) copies of all "official" bachelor's/master's degree college transcripts** (original transcripts not required); transcript(s) submitted must indicate date(s) of graduation, degree(s) awarded, and grade point average(s). "*Unofficial*" transcripts will NOT be considered.

You must submit **ALL** documents to be considered for this opportunity; incomplete application packets will not be considered. **NO EMAILS OR FAXES WILL BE ACCEPTED.** Mail application packets to:

U.S. PROBATION OFFICE

**Attention: Human Resources
300 Ala Moana Boulevard, Room C-110
Honolulu, Hawaii 96850
Telephone 808-541-1283**

The SF-171/171-A form is available from the U.S. Probation Office or from the Hawaii U.S. District Court web site at www.hid.uscourts.gov under FORMS and "Miscellaneous."

Due to the volume of applications, **the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews.** 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 amend or withdraw any announcement without written notice to applicants. 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