



UNITED STATES DISTRICT COURT
U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2024-04

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

Classification Level: Court Personnel System, Classification Level 25-28
Table HI - Hawaii
Starting salary dependent on qualifications
Grade: CL 25-28, steps 1-61; Salary range: \$56,727 - \$128,381
**Salary noted above includes an 8.9% Hawaii Cost of Living Adjustment (COLA) for 2024, subject to change annually.*

Terms of Employment: Full-time, Excepted Service

Position Location: United States Probation & Pretrial Services Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

United States Probation & Pretrial Services Office
94-307 Farrington Highway, #A06
Waipahu, HI 96797

Closing Date: Position open until filled.

Vision Statement

KULIA I KA NU'U. E HELE ME KA PU'OLO!

(To always strive to reach the summit and to make every person, place, or condition better than before)
This is our commitment to engage, motivate, and change our community for the better and to make Hawai'i the safest place to live.

Mission Statement

Assist the Court in the fair administration of justice by respecting the presumption of innocence; avoiding unnecessary detention; conducting thorough investigations; providing unbiased, verified reports; making informed recommendations; and inspiring individuals to rehabilitate and reunify with the community, with the goal of protecting and improving Hawai'i.

Values

MALAMA – To take care of; to serve and to honor

HO'OHANOHANO – To honor the dignity of others; to conduct yourself with distinction; to cultivate respectfulness

PONO – Rightness and balance; the feeling of contentment when all is good and right

The U.S Probation & Pretrial Services Office for the District of Hawaii is currently accepting applications for full-time **U.S. Probation Officers**. More than one position may be filled from this posting and assignment could be with our Presentence, Supervision or Pretrial Services unit. Additionally, the position may be stationed at either the Honolulu or Waipahu office.

Our vision, mission and values were developed collaboratively with our employees and leadership to showcase the culture of our workplace. Hawaiian words were chosen to show our commitment to inclusivity and to recognize the communities we represent and serve.

Judiciary employees serve under excepted appointments and are entitled to standard federal benefits such as paid vacation and sick time, health/dental/vision insurance, life insurance, long term care, flexible benefits (health care/dependent care and parking accounts) and a retirement program that includes a tax-deferred retirement savings plan (TSP). Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The successful candidate(s) will be required to participate in a 5-6 week Federal Probation and Pretrial Services Academy program located in Charleston, South Carolina, with the exception of transfers from other U.S. Probation Offices who may have already participated in this program.

OCCUPATIONAL INFORMATION

Probation Officers are designated as hazardous duty positions and covered under the hazardous duty retirement system. Persons in a position certified as law enforcement and enrolled in the law enforcement retirement system contribute a greater percentage of their salary toward the pension system and are eligible to retire earlier than other federal employees.

POSITION DESCRIPTION

Assignment of position could be in the Investigations or Supervision Department, or blended responsibilities, depending on availability and candidate's qualifications.

Investigations Department - A United States Probation Officer in this department assists in the administration of justice through investigations and reports to the court during the pretrial and presentence phases of the judicial process. As a pretrial investigator, the Officer is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning pretrial release of defendants accused of violating federal statutes. For presentence investigations, the Officer is responsible for investigating and assisting the Court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these investigative reports requires interviewing defendants and their families; investigating the offense, prior record, and financial status of the individual; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the defendant's background, assess the probability of future criminal behavior, calculate profit from, and any restitution owed for, the offense, and to determine the offender's ability to pay fines or make restitution. During the presentence phase, officers apply U.S. Sentencing Commission guidelines and case law; decide the appropriate course of action after analyzing any objections to presentence reports; resolve disputed issues; make written sentencing recommendations to the Court; and appear at hearings to assist as needed.

Supervision Department - A United States Probation Officer supervises individuals under pretrial and post-conviction supervision to maximize adherence to imposed court-ordered conditions, reduce risk to the community, and to provide correctional treatment. The Officer maintains personal contact through office and community visits, and investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Engages clients through cognitive based curriculum to encourage and support prosocial behaviors. Utilizes Motivational Interviewing techniques to enhance clients' intrinsic motivation to change. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings. Makes referrals to appropriate outside agencies such as medical, mental, and drug treatment facilities, and job readiness programs. Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, U.S. Bureau of Prisons, and attorneys concerning clients' behavior and conditions of supervision. Detects and investigates violations and implements appropriate corrective alternatives and sanctions. Reports violations of the supervision conditions to the appropriate authorities. Prepares detailed reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts investigation of possible new criminal activity and other violations as required. Maintains a written record of case activity.

MINIMUM QUALIFICATIONS

Completion of a bachelor's degree from an accredited college or university is required for all probation officer positions. The degree must be in a field of academic study which provides evidence of the capacity to understand and apply legal requirements and human relations skills involved in the position. These include but are not limited to such fields of study as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. In addition, the successful applicant(s) must have additional education or specialized experience, depending on the classification level at the time of hire. Appointment at the CL-25 level requires at least one year of progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitution: Completion of requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements may be substituted for one (1) year of specialized experience (and is qualifying for CL 25, Step 1).

- 1). An overall "B" grade point average equaling 2.9 or better of a possible 4.0;
- 2). Standing in the upper third of the class;
- 3). A "B+" (3.5) average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or,
- 4). Election to a membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position is also qualifying at CL 25 Step 1.

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL 27, Step 1.

COURT PREFERRED SKILLS

- 1). Possess the counseling skills, personal demeanor, and commitment necessary to facilitate positive behavioral change in offenders.
- 2). Possess good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
- 3). Possess a willingness to zealously enforce the law, protect the community, and provide correctional treatment services to offenders who reside in communities throughout the District of Hawaii.
- 4). Possess the ability and desire to work effectively with other staff, the Court, stakeholders, and defendants/offenders.

MAXIMUM ENTRY AGE

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 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 law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

MEDICAL REQUIREMENTS

Applicants must be physically capable, have good vision and normal hearing ability. Prior to employment, the selectee(s) considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee(s) may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent(s) 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 officer assistants are available for public review on the US Courts website.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a seven-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination. When completing the AO-78, Application for Federal Judicial Branch Employment, applicants must complete questions 18-20 under the Optional Background Information section.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Court employees are required to adhere to the [Code of Conduct for Federal Judicial Employees](#). This position is subject to mandatory electronic funds transfer for payroll direct deposit.

In addition, as conditions of employment, incumbent(s) 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.

COMPENSATION AND BENEFITS:

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Court Personnel System (CPS). Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

HOW TO APPLY:

It is recommended that applicant packets be submitted as soon as possible, as interviews will be done on a rolling basis. To ensure consideration, qualified applicants must submit one of each of the following:

- (1) a letter of interest which clearly outlines your professional qualifications, skills and experience as it relates to the position,
- (2) an updated resume,
- (3) a list of three professional references with their current contact information, and
- (4) a completed AO-78, Application for Federal Judicial Branch Employment (available as a fillable pdf on the Employment page of our website at www.hid.uscourts.gov).
- (5) watch the [video](#) about our office and submit a one-page summary about how you have served your community that would make you an ideal candidate for our office.

You must submit **ALL** required documents to be considered for this opportunity. Non-submission of the required documentation or an incomplete application packet may disqualify applicant from further consideration.

All five documents should be combined and submitted together as one pdf document.

Please submit your PDF via email to: careers@hid.uscourts.gov with subject line: **VA 24-04 (USPO)**.

Only qualified applicants will be considered for this position. The U.S. Probation & Pretrial Services 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 District of Hawaii, U.S. Probation & Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, 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.

The Federal Judiciary values a diverse workforce and encourages a broad range of qualified individuals to apply. No applicant will be discriminated against on the basis of their race, color, sex, gender, gender identity, gender expression, marital status, pregnancy, parenthood, sexual orientation, religion, creed, ancestry, national origin, citizenship, genetic information, age (40 years and over), disability, or service in the uniformed forces.

The Federal Judiciary is also committed to supporting a workplace in which all employees are provided opportunities for growth and development, and in which everyone is treated with dignity and respect.



U.S. PROBATION AND
PRETRIAL SERVICES

DISTRICT OF HAWAII

808-541-1400

<https://www.hid.uscourts.gov/home/us-probation-office>

