



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

**VACANCY ANNOUNCEMENT
NO. 2014-02**

Position:	UNITED STATES PROBATION OFFICER (PRESENTENCE OFFICER)
Classification Level:	Starting salary, dependent on qualifications Grade: CL 25 step 1 to CL-28 step 61 (pay table N6) Salary range: \$45,277 to \$102,510 <i>*Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA). Salary commensurate with experience and education. Salary matching will not be considered.</i>
Position Location:	U.S. Probation Office 300 Ala Moana Boulevard, Room 2300 Honolulu, HI
Closing Date:	Position open until filled. Priority consideration will be given to applications received by June 23, 2014.

The United States Probation Office for the District of Hawaii is currently seeking a full-time **UNITED STATES PROBATION OFFICER (PRESENTENCE OFFICER)**. The incumbent conducts investigations, provides recommendations to the court, and supervises persons who have been charged with or convicted of federal crimes. Applicants should have a thorough knowledge of the criminal justice system.

REPRESENTATIVE DUTIES

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders' level of risk and develop a blend of strategies for controlling and correcting risk management.

- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Discuss violations with the Supervising Probation Officer. Prepare written reports of violation, matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.
- Perform duties, as required, during the evenings and on weekends to supervise offenders. 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.
- Travel, as necessary (minimum once a month) to supervise offenders residing on the neighboring islands.
- All other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES)

- Knowledge of the roles and functions of federal probation, including knowledge of the legal requirements, practices and procedures used in probation, and parole. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation, and parole policies and procedures.
- Knowledge of automated systems available for conducting background checks, criminal histories, and other similar information (i.e. National Crime Information Center).
- Knowledge of investigative techniques and skill in investigating offenders' backgrounds, activities, and finances and determining legitimacy of their income. Knowledge of the *Bail Reform Act* and motivational techniques.
- Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure, and applicable case law. Knowledge of techniques in supervising offenders and performing risk assessments and developing appropriate alternatives and sanctions to non-compliant behavior. Skill in counseling offenders to maintain compliance to conditions of their release.
- Skill in conducting legal research on a variety of legal issues related to sentencing and supervision. Skill in legal reasoning and critical thinking. Skill in analyzing and summarizing legal concepts and issues. Skill in counseling offenders to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information such as background checks and criminal histories within established time-frames. Ability to discern deception and act accordingly.
- Ability to organize, prioritize work schedule, work with little supervision, and exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders. Ability to interview and establish rapport with contacts at collateral agencies, offenders and their families/support systems, and others for the purpose of supervision and investigation.

- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

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 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 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. 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 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.

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
- Be able to balance the demands of varying workload responsibilities and deadlines
- Have excellent analytical, writing and verbal communication skills
- Have excellent computer skills, in particular, word processing
- Have the ability to exercise initiative in handling assignments; to perform thorough investigations; to analyze and evaluate varied information from multiple sources and form conclusions; and to write clear, concise, grammatically correct reports while meeting strict deadlines
- Possess unquestioned integrity, maturity in judgment and trust

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

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 work of the position, is required for all probation officer positions.

SALARY:

Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-25 level, the applicant must have at least one year of experience equivalent to work at the CL-23 level. At the CL-27 level, applicant 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. Minimum three years specialized experience is preferred.

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. Experience as a police, custodial, or security officer, other than and criminal investigative experience, is not creditable.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, 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 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. 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 and updated background investigations.

This is currently a Full-Time, Excepted Service, temporary position, with potential for extension or permanency without further competition.

TO APPLY: Qualified applicants must submit an **original and three copies** of all the following documents:

- 1) Cover letter which includes a narrative statement which addresses qualifications, skills and relevant experience as described in the Required Competencies section. The cover letter should address the following Knowledge, Skills and Abilities (KSA):
 - a) Knowledge, skill, and ability in understanding and implementing Charter for Excellence principles, such as: honesty, responsibility, accountability, and fairness.
 - b) Ability to understand, interpret, and follow policies and procedures while working as a team with other officers, support staff and supervisors.
 - c) Knowledge, skill, and ability to maintain a stressful workload while exhibiting maturity of judgment, superior organizational skills, unquestioned integrity, discretion and tact.
- 2) Judicial Branch Federal Employment application (AO-78), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 3) Copies of all OFFICIAL bachelor's/master's degree college transcripts; transcripts submitted must indicate dates of graduation, degrees awarded, and grade point averages. "Unofficial" transcripts will not be considered. If you order transcripts to be sent directly to the U.S. Probation Office, please state so in your cover letter.
- 4) Copies of two most recent performance evaluations
- 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 will 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: U.S. Probation Officer 2014-02- CONFIDENTIAL

Alternatively, you may submit electronically via email to: HR_OPPS_WP@hip.uscourts.gov

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