UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE

MARY ANNE VOGEL
ACTING CHIEF U.S. PROBATION OFFICER

401 Courthouse Square, Third Floor
Alexandria, VA 22314-5797
(703) 299 2300

POSITION VACANCY ANNOUNCEMENT
#09-P017R

REPLY TO:
Administrative Services
Second Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314
703-299-2300

POSITION: PROBATION OFFICER ASSISTANT
LOCATION: Richmond, Virginia
CLASSIFICATION: CL 24
BEGINNING SALARY: $37,304
CURRENT SALARY RANGE: $37,304 (Step 1)to $58,829(Step 61)
OPENING DATE: September 23, 2009
CLOSING DATE: October 21, 2009
AREA OF CONSIDERATION: All Sources

The Richmond Division of the U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of Probation Officer Assistant. The incumbent manages the U.S. Probation's phase system for urine screens, collects urine screens, and provides technical support and services to Probation Officers in a wide range of areas, which might include supervision of persons on supervision and conducting investigations. This is a permanent, full time position with promotion potential to CL 26 without further competition.

Representative Duties:
Manages phase system. Schedules and monitors urinalysis collection from defendants/offenders following established procedures and protocols. Conducts urine screens on defendants/offenders of the same gender and maintains required records. Maintains inventory of supplies.

Testifies by court order, to the validity of urine testing results and explains in technical terms the procedure of analysis.

Reports to probation officers observations on the life-style, personal problems and needs of offenders that become apparent during the urine screening process.

Assists officers in the performance of all investigations; i.e., collaterals, presentence, postsentence, prerelease, etc.

Provides technical support and services in support of preparation of presentence reports.

Supervises a select caseload of persons on probation under the guidance and direction of a supervisor.

Performs national, State, and local record checks. Visits various law enforcement agencies, police departments, and local regulatory agencies to receive and record information for presentence investigation, collateral investigation, and supervision purposes.

Reports all hazardous incidents encountered in the course of duty to the Chief Probation Officer.

Maintains supervision case files and enters data into automated database.

Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:
General knowledge of the criminal justice system, particularly as it relates to Federal Probation and Pretrial policies and procedures. Basic 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 Center).

Basic knowledge of legal terminology. Basic knowledge of techniques used in investigation and supervision of offenders/defendants. Skill in assisting officers in supervising offenders/defendants in selected cases, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Ability to organize, prioritize, compile and summarize work within established time frames. Ability to follow safety procedures. Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately.

Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts to collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of assisting officers in supervision and investigation.

Skill in the use of automated equipment including word processing, and data base applications, and various other types of software. Ability to use computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities.

SPECIAL WORKING CONDITIONS: Daily personal contacts are made with offenders, and the incumbent is required to be alone with offenders during observed urine collections. Travel for field work and to the satellite office in Colonial Heights is required.

CONDITIONS OF EMPLOYMENT:
- Applicants must be citizens of the United States and have no criminal record.

- Final candidates will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.
- Employment is contingent upon outcome of a favorable OPM background investigation. Candidate(s) selected for the position will be hired provisionally pending the outcome of this investigation. An unsatisfactory background investigation may result in termination of employment.
- The candidate(s) selected for the position may be required to reimburse the Probation Office the cost of their training should the candidate terminate employment within 2 years.
- Employees of the U.S. Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- Mandatory Direct Deposit participation for payment of salary.
- Employees of the U.S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

NOTE: 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, the incumbent will be subject to ongoing random drug screening, updated background investigations every 5 years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Qualifications: To qualify for the position of Probation Officer Assistant, the incumbent must be a high school graduate or the equivalent; must meet the physical standards for Probation Officer; must not have reached age 37; and must have had 1 year of specialized experience. Specialized experience is described 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. Such experience may be encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters.

BENEFITS MAY INCLUDE: A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service, 20 days per year after 3 years of service, and 26 days per year after 15 years of service; paid sick leave in the amount of 13 days per year; and, optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits, Commuter Benefit, and Long Term Care Programs.

Please note that the U.S. Probation Office will not pay for any relocation or interview expenses.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

APPLICANTS MUST SUBMIT A COMPLETED APPLICATION STANDARD FORM 171 (SF-171), A RESUME, AND A LETTER OF INTEREST WHICH ADDRESSES THEIR INTEREST IN THE POSITION, AS WELL AS RELEVANT TRAINING, SKILLS, OR ABILITIES THAT MAKES THE APPLICANT UNIQUELY QUALIFIED FOR THIS POSITION, BY CLOSE OF BUSINESS ON 10/21/2009 TO:

Human Resources (09-P017R)
U.S. Probation
401 Courthouse Square
Alexandria, Virginia 22314-5797

Applicants who submit incomplete packages may not be considered for the position. The SF-171 may be requested by telephone at 703-299-2316 or obtained at:

http://www.vaep.uscourts.gov/

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

2009