

# U.S. PROBATION AND PRETRIAL SERVICES OFFICE EASTERN DISTRICT OF VIRGINIA VACANCY ANNOUNCEMENT

## 23-P003D- U.S. Probation Officer

### OUR MISSION

The United States Probation Office for the Eastern District of Virginia is committed to protecting the community, promoting positive long-term change, treating all individuals with dignity and respect through communication, courage, and commitment and assisting the court in the fair administration of justice.

### Recruitment Statement

The U.S. Probation Office of the Eastern District of Virginia has an unwavering commitment to recruit, maintain and retain a diverse workforce with the aim that every one of our people has a full sense of belonging within our organization. It is our belief that a diverse workforce and an inclusive environment will help us better serve our communities and carry out our mission.

**Position:** U.S. Probation Officer (This is a law enforcement position)

**Location:** Norfolk, Richmond or Alexandria, Virginia

**Classification:** CL27- May be promoted without competition to CL28

**Salary Range:** CL27, Step 1 \$53,414 (Norfolk)- CL 27, Step 61 (Alexandria) \$97,441

**Starting Salary:** Norfolk \$53,414, Richmond \$54,991, Alexandria \$59,955

**Position Information:** Full-time/Excepted Service/Permanent

**Opening date:** Immediately

**Closing date:** Open Until Filled, with preference to candidates who apply by December 31, 2022.

**Area of Consideration:** All sources

**Summary:** The U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of U.S. Probation Officer Classification 27. By statute, probation officers serve in a judiciary law enforcement capacity. An incumbent hired at the CL 27 level will be eligible for promotion to the CL 28 level without further competition. This position may be in Norfolk, Newport News, Richmond, Alexandria or Manassas depending on office requirements. Multiple positions may be hired from this announcement.



## **REPRESENTATIVES DUTIES**

A United States Probation Officer (USPO) conducts investigations; prepares required reports; provides recommendations to the Court; and interprets and applies U. S. Sentencing guidelines and relevant case law.

A USPO supervises defendants/offenders to maximize adherence to imposed conditions and reduce risk to the community; provides treatment; detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity.

Collect and conduct urine tests on offenders of the same gender, and maintain appropriate records.

If bilingual or multilingual, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.

Operate various criminal justice, law enforcement, and probation automated systems. The incumbent will serve as location monitoring backup.

Participate in ongoing training and development programs. Perform other appropriate duties as assigned.

## **REQUIRED COMPETENCIES**

Knowledge of probation and parole processes and procedures, court processes, and legal terminology. Knowledge of the criminal justice system including the interrelationships between the federal courts, federal probation, and various law enforcement agencies.

General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Basic knowledge of techniques used in supervising offenders and basic knowledge of sentencing guidelines.

Ability to deal with violent and/or difficult people. Ability to counsel offenders/defendants in order to maintain compliance with conditions of their release. Ability to follow safety procedures. Ability to discern deception and act accordingly. Ability to exercise discretion and to work under pressure of short deadlines.

Ability to work under pressure of short deadlines and follow detailed instructions accurately. Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

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. Ability to interview and gather needed information.

## **MINIMUM QUALIFICATIONS**

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, or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

To qualify for Classification 27, the incumbent must have had 2 years specialized experience after the attainment of a bachelor's degree, including at least 1 year equivalent to work at the Classification 25 level. Specialized experience includes 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 any criminal investigative experience, is not creditable.

## **PREFERRED QUALIFICATIONS**

Bilingual (Spanish) candidates are encouraged to apply. Experience with new technology for internet based devices and other digital media is a plus.

## **CONDITIONS OF EMPLOYMENT**

- 1) Applicants must be citizens of the United States and have no criminal record.
- 2) Tests to determine grammar and writing skills will be given to all candidates interviewed.
- 3) Final candidates will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.
- 4) Employment is contingent upon outcome of a favorable OPM background investigation. The candidate selected will be hired provisionally pending the outcome of this investigation. An unsatisfactory background investigation may result in termination of employment.
- 5) 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.
- 6) Mandatory Direct Deposit participation for payment of salary.
- 7) Employees of the U. S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

## **PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

The duties of probation officer require the investigation and management of alleged criminal defendants or convicted sex offenders, which will subject the incumbent to graphic material. 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.

First-time appointees to positions covered under federal law enforcement retirement provisions must not have reached their 37th birthday at the time of appointment. State or local law enforcement time in service is not creditable.

NOTE: Prior to appointment, the candidate considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the candidate 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.

The medical requirements and the essential job functions derived from the medical guidelines for United States Probation Officers are available for public review on-line at [www.uscourts.gov](http://www.uscourts.gov).

## **BENEFITS MAY INCLUDE**

A minimum of 11 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 Benefits, and Long Term Care Programs.

## **APPLICATION PROCESS**

Qualified candidates may submit their letter of interest addressing their qualifications for this position, resumé and Application for Judicial Branch Federal Employment (Form AO-78- version dated 12/2021) in **ONE PDF formatted document** to:

**VAEP\_JOBS@vaep.uscourts.gov**

**Type the announcement number in the subject line( #23-P003D) and the preferred location (Norfolk, Richmond, Alexandria or ALL). First consideration will be given to applications received on/or before December 31<sup>st</sup>.**

Incomplete applications will not be considered. Due to the amount of applications received, only candidates selected for an interview will be contacted.

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. The U. S. Probation Office will not pay for any relocation or interview expenses.

**The United States Probation and Pretrial Services Office is an Equal Opportunity Employer**