

Position: U.S. Probation Officer Assistant
Opening Date: July 31, 2014
Closing Date: August 8, 2014
Starting Salary: Up to \$45,125 (salary commensurate with experience)
Locations: San Antonio, Texas

The incumbent provides technical support and services to probation officers in a wide range of areas, including supervision of persons on probation, parole or supervised release, and preparation of investigative reports.

POSITION OVERVIEW:

- Develops and maintains an understanding of, and commitment to, the policies, procedures, mission, goals, and values of the probation office.
- Assists officers in performing probation investigations of all types for own office and other districts (i.e. collateral, presentence, postsentence, etc.). Visits various local law enforcement and court agencies to collect record information for both presentence investigation reports and collateral investigations.
- Conducts record checks on various automated systems.
- Collects and conducts urine tests to determine if offenders have been using alcohol and/or illicit drugs, and maintains appropriate records thereon.
- Assists officers in performing offender supervision functions and in providing necessary information to the court regarding violations of supervision.
- Provides technical assistance and services in support of preparation and disclosure of presentence reports.
- May, under the guidance and direction of an officer, supervise a select caseload of low risk persons on probation or supervised release.
- Observes and reports to officers on the lifestyle, personal problems, and needs of offenders that become apparent during home visits or contacts with the offender, family, or employer.
- Handles offender emergencies in the officer's absence.
- May testify at violation proceedings before the court.
- Assists probation officers and offenders as needed to facilitate the ongoing and meaningful participation of offenders in required correctional treatment programming.
- May oversee community service projects, including the direct supervision of offenders working on community service projects; maintains record of work performed; reports when offenders fail to comply with program requirements; and develops community services placement sites.
- Maintains files and case records as required.
- Participates in and contributes to ongoing training programs.
- As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the chief probation officer, the court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts.
- Performs all other duties as assigned.

QUALIFICATIONS:

To qualify for this position, an applicant must be a high school graduate or equivalent. To qualify for a CL 24, one year specialized experience is required. To qualify for a CL 25, two years specialized experience is required. Specialized experience is progressively responsible experience requiring the regular and recurring application of keyboard skills and use of specialized terminology which demonstrated the ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in probation and pretrial services offices, law firms, legal counsel offices, banking and credit firms, educational institutions, or social service organizations.

PREFERRED QUALIFICATIONS/SKILLS:

- Previous USPO/USPOA experience.
- At least two years of college.

- Possess the ability to communicate effectively with a wide variety of people of diverse backgrounds.
- Possess good reasoning ability to allow development of the methods necessary to accomplish specific tasks/projects and to identify unusual problems for resolution or referral to probation officers.
- Possess the ability to write reports in a clear, concise, factual, and understandable manner.
- Possess the ability and demonstrate the willingness to increase knowledge and skills.
- Selectee must possess the ability and desire to function effectively and harmoniously in a team-based management organizational environment.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

- The duties of a probation officer assistant require the investigation and management of convicted criminal offenders who present physical danger to probation officer assistants 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, and use of self-defense tactics. On a daily basis, the probation officer assistant faces unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.
- Because a probation officer assistant must effectively deal with physical attacks and is subject to moderate to arduous physical exertion, applicants must be physically capable. Any candidate the court is appointing to a probation officer assistant position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. For additional information on the medical guidelines, please visit www.txwd.uscourts.gov - click on Jobs, then Officer and Officer Assistant Medical Guidelines.
- 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 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

Prior to appointment, the selectee considered for this position will undergo an extensive Office of Personnel Management (OPM) background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, medical examination, and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, the 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 and drug screening. In addition, officer assistants are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, continued employment will be contingent on successful completion of the OPM investigation.

APPLICATION PROCESS:

Qualified candidates must submit a cover letter, resume, and copy of college transcripts, if applicable, to Human Resources, U.S. District Court, 727 E. Cesar E. Chavez Blvd., Suite A-403, San Antonio, TX 78206, **to be received by August 8, 2014 (or until filled; however, priority consideration will be given to the applications received by initial deadline)**

To be considered, the following must be included in the cover letter:

- Position Title
- Job Number USPO 14-23
- Email Address
- College degree, if any, and date graduated or college hours accumulated, if any
- Level of computer literacy - list software most often used
- Date of Birth, including year born

Should there be an interest by the candidate, he/she may be considered for other locations within the district and/or for a Probation Officer position, if eligible and qualified. The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. The best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint and background check.

The United States Probation Office is an Equal Opportunity Employer