

Probation Officer Assistant

2015 Salary Range: \$40,500 - \$64,858, CL 25, Depending on qualifications and experience

Vacancy Announcement #15-05; Type of Appointment: Full-Time Indefinite

Date opened: June 12, 2015; Closing date: July 6, 2015, or until filled

Area of Consideration: All qualified applicants; Location of Position: Indianapolis

The U.S. Probation Office for the Southern District of Indiana is accepting applications for Probation Officer Assistant to provide technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole, preparation of presentence and other investigations, and pretrial services. More than one position may be filled from this announcement.

THE OFFICE: A part of the United States District Court, the United States Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Bloomington, Evansville, New Albany, Noblesville, and Terre Haute. One satellite office is located within Indianapolis.

THE POSITION: Responsibilities include, but are not limited to:

- Assists officers in the performance of all investigations (i.e., presentence, postsentence, prerelease, etc.). Maintains related investigative files and case records.
- Under the guidance and direction of an officer, supervises select lower-risk caseloads of offenders/defendants, which may include placing telephone calls, making home/office contacts and community/field contacts, and maintaining files and case records.
- Completes collateral investigations and prepares responses. Cooperates with probation and pretrial offices in other districts to complete investigations and perform other related services.
- Assists with pretrial services, under the direction of the supervisory officer, in duties to include attending court, conducting interviews, completing investigations, preparing reports, and providing other assistance as necessary.
- Collects and conducts urine screens on offenders and maintains appropriate records thereon.
- Assists in maintaining the district's electronic monitoring program (i.e., maintaining inventory of electronic monitoring equipment and arranging for service and repair; installing the transmitter to offender's body; and the installation and retrieval of the receiver/dialer at and from the offender's home). Maintains appropriate records, including completing paperwork from schedule provided by officer. Serves as the telephone contact with contract provider, advising officer of any deviations.
- Observes and reports to officers on the lifestyle, personal problems and needs of offenders that become apparent during contacts with the offender, family or employer.
- Accompanies officers in field after approval of supervisory officer.
- Conducts records checks and runs credit histories on various automated systems. As time allows, retrieves criminal history and related documents from other agencies.
- Assists in the development of community resources, community service, and employment resources to meet the special needs of offenders.
- Testifies before the court or Parole Commission as necessary.
- Complies with established training and safety standards and participates in appropriate training programs.
- Where applicable, may serve as an interpreter for officers and for non-English speaking offenders or family members at interviews in the office, the field, and in correctional institutions; translating pertinent documents, as necessary.
- Performs other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE: To qualify, an applicant must be a high school graduate or equivalent and have at least one year of specialized experience equivalent to CL-24 in a related field. Specialized experience includes progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

STRONGLY PREFERRED QUALIFICATIONS: At least two years of specialized experience and a bachelor's degree in a related field. Excellent computer knowledge, with experience in the Windows operating environment and Word preferred, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

Travel, and possession of a valid driver's license, is required.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and use of self-defense tactics is required.

On a daily basis, these 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. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

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. Retirement is mandatory at age 57.

BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS: Prior to appointment, applicants considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, and following a local background investigation, the selectee may be appointed provisionally, pending a favorable suitability determination. If a provisional hire is authorized (appointment prior to completion of the background investigation), continued employment will be contingent on successful completion of the investigation. In addition, as conditions of employment, the incumbent(s) will be subject random drug screening, updated background investigations are required every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter, completed application (AO-78) and a resume by e-mail or mail. By e-mail to: HRsubmit@insp.uscourts.gov. PDF format is preferred, but Word documents will be accepted. The subject line for e-mail submissions should have the applicant's name and Probation Officer Assistant. Mailed applications should be addressed to: Personnel - CONFIDENTIAL (#15-05), U.S. Probation Office, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204. Incomplete or faxed application packages will not be considered.

The letter should address the your experience relative to the position of Probation Officer Assistant, why you would like to serve in this capacity in the Southern District of Indiana, and how your selection would benefit the district. All references to individual cases should be sanitized and no supplementary material should be submitted. Applications may be obtained from: <http://www.insp.uscourts.gov/>. To ensure consideration, completed application materials must be postmarked by Monday, July 6, 2015.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The 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. This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer