

Senior Probation Officer

Vacancy Announcement #20-06

Classification Level 29; Salary Range: \$73,586 - \$119,606

Type of Appointment: Full-time Regular; Date Opened: October 21, 2020; Closing Date: November 10, 2020

Area of Consideration: Current Federal Probation/Pretrial Services Officers Nationwide

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of Senior Probation Officer. In addition to performing all functions of a line probation officer, a Senior Probation Officer serves as resident authority for the district in the investigation and supervision of cases in the high-risk category (e.g. history of violence, treatment needs, sex offenders, location monitoring). More than one position may be filled. This position(s) will be stationed in or near Indianapolis.

THE OFFICE: A part of the United States District Court, the U.S. 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 in Indianapolis, divisional offices are located in Bloomington, Evansville, New Albany, Noblesville, and Terre Haute.

REPRESENTATIVE DUTIES:

- Acts as a resource to staff on the practices and philosophy of the investigation and supervision of problematic cases, including high risk, special need, and cases that pose a unique threat to public safety.
- Coordinates and administers all specialized caseload needs and provides specialized treatment such as personal, marital, family, educational, vocational and emotional crisis counseling to high risk and drug/alcohol dependent clients and families.
- Identifies and evaluates district's need for specialized programs.
- Assists other specialists in field monitoring of high risk cases.
- Develops proposals for the chief probation officer's approval to provide needed specialized services.
- Develops programs to implement approved specialized service programs.
- Determines and evaluates available resources.
- Assists officers in utilization of specialized programs and conducts training for staff. Works with training coordinator for planning of annual training.
- Provides consultation to judges and attorneys concerning specialized service programs.
- Ensures overall understanding and consistency of area of expertise within district.
- Serves as liaison in specialized areas to other court units and the public.
- Complies with established training and safety standards for carrying firearms.
- Supervises a caseload of offenders, including corporate cases, and conducts investigations. At least 50 percent of the incumbent's work involves the investigation and supervision of defendants and offenders.
- Performs other duties as may be assigned.

REQUIRED EDUCATION/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 position. Three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U.S. Courts. Specialized experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment gained after completion of a bachelor's degree.

PREFERRED QUALIFICATIONS: A master's degree in a closely related field of study. Computer experience, with above average knowledge of programs currently used by the office. Ability to communicate effectively both orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously with limited supervision. Ability to assume responsibility, negotiate and serve as a member of a team. The incumbent must also exercise sound judgment, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission and goals.

Travel within the district will be required.

BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS: As conditions 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 fitness-for-duty evaluations. At the Chief Probation Officer's discretion, drug and/or medical testing will be conducted if, through direct observation or objective evidence, the selectee is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent re-investigation report completed on behalf of the officer may be examined.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for review at <http://www.uscourts.gov/>.

FACTOR STATEMENTS: Please respond to these factors on a separate sheet of paper, identifying each response by factor number. Describe specific work experience which demonstrates knowledge and ability in the following areas:

1. Planning and organizing multiple assignments, establishing priorities, meeting deadlines, and working independently.
2. Ability to identify, evaluate, and respond to the special needs of persons under supervision, with an emphasis on those with a history of substance abuse, sex offenses, and/or mental health problems.
3. Experience and a good understanding of location monitoring equipment, alerts, and response protocol as that condition is routinely ordered in special needs or high risk cases.

APPLICATION PROCEDURE: Applicants for this position must submit a completed application (AO-78) which is available at <http://www.insp.uscourts.gov> and a letter of interest reflecting the applicant's experience relative to the position, why they would like to serve the Southern District of Indiana in the capacity of Senior U.S. Probation Officer, and how their selection would benefit the district and their responses to the above factors. Any references to individual cases should be sanitized and no supplementary material should be submitted.

Interested applicants should submit a cover letter, completed application (AO-78), a resume, by mail or e-mail. Application materials forwarded by mail are to be addressed to: ATTN: Personnel - CONFIDENTIAL (#20-06), U.S. Probation Office, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204. Application material may also be e-mailed (PDF format preferred, but Word will also be accepted) to HR-Submit@insp.uscourts.gov. Application material must be attached to the e-mail. Links to documents provided by applicants will not be accessed by the Probation Office. The subject line for e-mail submissions should have the applicant's name and Special Offender Specialist (VA#20-06). To ensure consideration, completed application materials must be postmarked by November 10, 2020.

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. 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.

EQUAL OPPORTUNITY EMPLOYER