



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
PROBATION OFFICE

U.S. PROBATION OFFICER TRANSFER OPPORTUNITY

POSITION ANNOUNCEMENT NUMBER #2019-07

POSITION TITLE: U.S. Probation Officer

OPENS: 07/18/2019

CLOSES: Open Until Filled

TYPE OF APPOINTMENT: Full Time / Permanent

CLASSIFICATION LEVEL & SALARY RANGE OF POSITION: CL 27 - CL 28 (\$57,254 - \$111,581)

Depending on qualifications

NUMBER OF POSITIONS: Multiple

LOCATION: New York City Office, 500 Pearl Street, New York, New York 10007

AREA OF CONSIDERATION: Open to current U.S. Probation Officers and U.S. Pretrial Services Officers

INTRODUCTION:

This position is located within the Southern District of New York U.S. Probation Office. By statute, U.S. Probation Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise people under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. U.S. Probation Officers conduct investigations, provide sentencing recommendations to the court, and supervise people under supervision.

What we are looking for in the ideal candidate:

- ***Confidence in Decision Making:***
Probation officers who show ***confidence in decision making*** respond to external pressures to influence their recommendations with poise and composure. They are able to distinguish facts from opinion and advocacy. Because they base their decisions on relevant statutory factors, evidence-based practice, and independently verified information, these officers have the confidence to maintain their recommendations even when doing so is unpopular. When called upon to speak in court, these officers articulate the bases and reasons for their decisions clearly, credibly, and with certainty. As a result, these officers are trusted by the court to provide reliable insights that are unavailable from other sources.
- ***Critical Analysis:***
Probation officers who engage in ***critical analysis*** serve the court by thoroughly vetting information for its accuracy and reliability. Their recommendations to the court are based on their independent evaluation of relevant information from multiple sources. Officers who show critical analysis make carefully reasoned decisions about combining available information into unique, independent recommendations.
- ***Everyday Leadership:***
Probation officers who exhibit ***everyday leadership*** demonstrate through example the highest standard of practice. They are mission-focused officers who strive to act consistently with the values of their district in all of their professional activities. Everyday leaders are deliberate and reflective practitioners. They recognize that learning is ongoing and lifelong, and they proactively seek opportunities for professional growth through regular training and feedback from supervisors and peers. They are well informed about the latest innovations in practice and they share their skills and knowledge with others by teaching and mentoring. Probation officers who exhibit everyday leadership have the trust of their peers and supervisors and are considered reliable and credible sources of information by system stakeholders and other members of the judiciary.
- ***Investigative Objectivity:***
Officers who display ***investigative objectivity*** engender the trust of the court by providing reliable information that has been carefully evaluated for accuracy and corroboration. They are the “eyes and ears” of the court. Their recommendations are useful to judges in making decisions and carry great weight in determining the release status,

sentence, and violation hearing outcome. Because of their unique role in the system, these officers provide insights about the case that are not available from any other source. As a result of their reasoned, objective evaluation of the available information, these officers are credible, reliable presences in court. Through their commitment to impartiality, officers with investigative objectivity demonstrate a commitment to upholding the integrity and independence of the judiciary.

- ***Proactive Planning:***

Probation officers who engage in ***proactive planning*** make future-oriented case decisions that address the needs of both individual supervisees and the wider community. These officers consider the future impact of case-related decisions at all points throughout the life of the case. They work to prepare presentence reports that aim to inform multiple users of the report after sentencing, and plan for the supervisee's successful transition back into the community after a period of incarceration. Officers who demonstrate proactive planning display skill in thinking ahead to anticipate challenges and show agility in adjusting plans to accommodate changes in circumstances. Their ultimate goals are reduced recidivism and better outcomes for supervisees.

- ***Resilience:***

Probation officers who demonstrate ***resilience*** model pro-social behavior through their commitment to safety, health, and wellness. These officers equip themselves with knowledge about the health and safety risks associated with the probation and pretrial services profession and demonstrate their readiness by proactively planning their response to both critical incidents and everyday challenges. Because of their preparation, practice, and education, these officers respond to crisis situations effectively. They aim to reduce case-related anxiety and workload pressure by anticipating case-related challenges and manage competing demands by setting priorities that are aligned with the district's mission. Even when emotions run high, they execute planned actions and communicate their needs with composure and self-control. Through regular practice and reflection on challenging experiences, these officers accumulate a set of practical skills in preparation, response, and recovery that preserve their longevity as effective officers.

- ***Role Awareness:***

Probation officers who demonstrate ***role awareness*** engage in critical self-reflection about their role and the role of probation within the larger legal system. They are committed to the independence and integrity of the federal judiciary and make decisions with the deliberate intention of acting ethically and in a manner consistent with their role and the values of the system and their district. They are fluent in the scope and authority of their role and the ethical standards governing their conduct. They are culturally competent and their supervision reflects awareness of the cultural background of their supervisees. Because they are actively engaged in reflection about their work, they are positioned to identify unmet needs and recognize early opportunities for innovation. They are committed to professional growth and adjust their performance in response to feedback.

- ***Supervision for Success:***

Probation officers who demonstrate ***supervision for success*** are committed to making case-related decisions that promote successful outcomes at all stages of the criminal case process. Balancing the needs of the community and supervisee, these officers incorporate evidence-based practice at all phases of supervision. They craft presentence reports and recommendations that balance the needs of the individual with the interests of the community and that promote the ultimate goal of preventing future contact with the criminal justice system. Officers who supervise for success facilitate change in their supervisees by modeling the desired decision-making process and teaching skills for success in the community after supervision ends. These officers are effective communicators able to influence supervisees who are considered "difficult to reach." They listen with empathetic patience, identify individual motivations driving behavior, and use reinforcement strategies tailored to their individual supervisees. Probation officers who supervise for success adjust their supervision style to the needs of their supervisees. Keeping the needs of the community in mind, they respond promptly and proportionately to behavior in violation of conditions. As a result of active listening, these officers obtain more complete information from their supervisees and are thus able to provide comprehensive, useful information to the court.

- ***Team Orientation:***

Probation officers with ***team orientation*** understand the role and mission of their district and look for ways to collaborate with fellow officers and other stakeholders to further that mission. Officers trust one another with feedback and information. These officers are sustained by their positive interactions with others and feel supported in making tough decisions and performing under pressure. As a result of collaboration, the quality and efficiency of the work of the individual officer and the entire team are improved.

- ***Workload Management:***

Probation officers who demonstrate ***workload management*** take personal responsibility for their individual assignments by accurately assessing tasks for priority and allocating sufficient time for completion. Their reports, risk

assessments, case plans, and case assignments are accurate and timely. Officers exhibiting workload management plan ahead to anticipate fluctuations in work volume. They look for opportunities to increase overall efficiency in their offices by volunteering to help others and consolidating efforts where possible. These officers keep their supervisors informed of important case-related issues and seek workload assistance from their supervisor when needed. As a result of their planning, the work of these officers is thorough, complete, and accurate. Because they are prompt and thorough in documenting case-related events, they possess valuable information for court appearances and are able to recognize patterns in supervisee behavior. Officers who demonstrate workload management preserve their longevity in the field by taking advantage of wellness resources and using healthy coping strategies to manage case-related stress.

REPRESENTATIVE DUTIES:

Investigative Duties

- Conducts investigations and prepares reports for the Court with recommendations for sentencing of individuals convicted of federal offenses.
- Analyzes any objections and determines appropriate course of action following the disclosure of the pre-sentence report to the parties.
- Presents the pre-sentence report and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in court as needed, as the basis for factual findings and guideline applications. Serves as resource to the Court to facilitate proper imposition of sentence.
- Conducts home inspections and other community-based field contacts.

Supervision Duties

- Supervises people under supervision to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans.
- Maintains personal contact with people under supervision. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Through assessment and counseling, responsible for detection of substance abuse problems and implements the necessary treatment or violation proceedings of people under supervision. Refers person (people) under supervision to appropriate outside agencies, such as medical and drug treatment facilities, and employment and training sources.
- Initiates contacts with, replies to, and seeks information from organizations and persons (i.e., U.S. Parole Commission, Bureau of Prisons, and attorneys) concerning people under supervision appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities; prepares written reports on these violation matters, and makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations, as required.
- Maintains a detailed written record of case activity.
- Spends a percentage of time each week conducting community-based contacts with people under supervision.

REQUIRED EDUCATION:

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.

REQUIRED EXPERIENCE:

Qualifying experience for CL-28 requires two years of specialized experience, including at least one year as a U.S. Probation or Pretrial Services Officer at the CL-27. Qualifying experience for CL-27 requires *two years* of specialized experience, *at least one year of which* is equivalent to work at the CL-25 level.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in the investigation of individuals who have plead or been found guilty of crimes, and/or the supervision, counseling and guidance of people under supervision in community correction or pretrial programs is considered specialized experience. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar positions do not meet the requirements of specialized experience. *Specialized experience must be earned after the bachelor's degree has been granted.*

MEDICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: Final candidates must undergo a medical examination to determine fitness-for-duty. The candidate must be determined medically qualified prior to commencement of duties. First-time appointees to probation and pretrial services officer and officer assistant positions must not have reached their 37th birthday at the time of appointment.

ENVIRONMENTAL DEMANDS:

Incumbent will have daily contact with persons with known violent backgrounds. Frequent travel and contacts are in unsafe neighborhoods where drug dealings and violence occurs regularly.

BENEFITS: The Federal Judiciary offers a comprehensive benefits package, including paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, flexible spending accounts and a transit subsidy program once eligibility requirements are met.

APPLICATION PROCEDURE: To be considered for this position, please submit in one PDF document, a resume and cover letter. The cover letter must indicate the position for which you are applying and the vacancy number. The cover letter should also include a description of your related experience and why you feel it qualifies you for this position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing your application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Please submit your application, one PDF document containing a resume and cover letter to:

sdnyprobation_hrdepartment@nysp.uscourts.gov

Preference will be given to applications submitted by 5:00p.m. August 30, 2019

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. The successful candidate for this position will be subject to ongoing random drug screening, updated background investigations every five years and/or, as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness-for duty evaluations. All employees are required to adhere to the Code of Conduct for Judicial Employees. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice. The U.S. Probation Office reserves the right to test and/or interview only those applicants who have demonstrated that they possess these preferred qualifications. Only candidates selected for the testing process or an interview will be contacted.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER