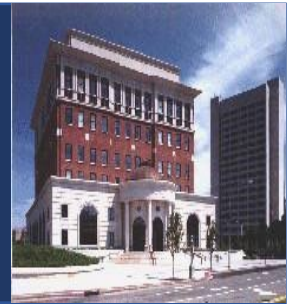




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



**Position:** U.S. Probation Officer Transfer Opportunity

**Vacancy No.** 2023-14

**Location:** New York, NY and White Plains, NY

**Type of Appointment:** Full-time/ Permanent

**Number of Positions:** Multiple

**Class Level:** CL-27 – CL-28

**Salary Range:** \$64,593 – \$125,876

(Depending on qualifications)

**Opening Date:** 10/27/2023

**Closing Date:** Open Until Filled

**Area of Consideration:** Open to current U.S. Probation Officers and U.S Pretrial Services Officers

## **BENEFITS:**

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

## **CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

**POSITION OVERVIEW:** 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.

## **REPRESENTATIVE DUTIES:**

**Investigative Duties:** The U.S Probation Officer will conduct investigations and prepare reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. The incumbent will analyze any objections and determine an appropriate course of action following the disclosure of the pre-sentence report to the parties, present the pre-sentence report and sentencing recommendations to the Court, and respond to judicial officer's request for information and advice. The U.S. Probation officer will testify in court as needed, as the basis for factual findings and guideline applications. The incumbent will serve as a resource to the Court to facilitate proper imposition of sentence. The incumbent will conduct home inspections and other community-based field contacts.

**Supervision Duties:** The U.S. Probation Officer will supervise people under supervision to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. The incumbent will develop and implement supervision plans and maintain personal contact with people under supervision. The incumbent will investigate employment, sources of income, lifestyle and associates to assess risk and compliance.

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

(Affidavit attached)

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

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.

This office reserves the right to test and/or interview only those applicants who have demonstrated that they possess these preferred qualifications.

Through assessment and counseling, the incumbent will be responsible for detection of substance abuse problems and implementation of the necessary treatment or violation proceedings of people under supervision. The U.S. Probation Officer will refer people under supervision to outside agencies, such as medical and drug treatment facilities, employment and training sources; as well as initiate contact, reply and seek information from organizations and persons (i.e., U.S. Parole Commission, Bureau of Prisons, and attorneys) concerning people under supervision, appropriate alternatives and sanctions. The incumbent will report violations of the conditions of supervision to the appropriate authorities; prepare written reports on these violation matters and make recommendations for disposition. The incumbent will testify at court or parole hearings, preliminary interviews and other investigations, as required. The U.S. Probation Officer will maintain a detailed written record of case activity and will spend a percentage of time each week conducting community-based contact with people under supervision.

**QUALIFICATIONS:** The incumbent must be a current Federal Probation/Pretrial Services Officer in good standing, to include consistent, high quality past job experience/performance. To qualify for a CL-27, the incumbent must have at least two years of specialized experience, including at least one-year equivalent to work at the CL-25 level. To qualify for a CL-28 position, the incumbent must have at least two years of specialized experience, including at least one-year equivalent to work at the CL-27 level. (Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.) Experience as a police officer, custodial, or security officer, other than criminal investigative experience, is not creditable. Additionally, volunteer or unpaid internship experience is not considered creditable.

**BACKGROUND INVESTIGATIONS, DRUG SCREENING AND MEDICAL STANDARDS:**

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing to be conducted if; through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Additionally, at the Chief's Discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

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### **APPLICATION PROCEDURE:**

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: <https://www.uscourts.gov/sites/default/files/ao078.pdf>. Your cover letter must indicate the position for which you are applying, including the vacancy number and your preference in location, describe your interest in the position, and should be no more than two pages.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for testing will be contacted. Please submit your application to: [Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)

### **IMPORTANT NOTICE!**

The incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness for duty evaluations. A minimum of 40 hours of training is expected annually. This position may require some travel. If an office vehicle is not available incumbent is required to use personal vehicle. Reimbursement for gas mileage is authorized. 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.



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**EQUAL OPPORTUNITY EMPLOYER**

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