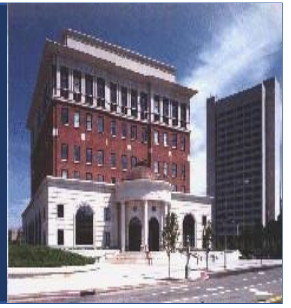




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



**Position:** U.S. Probation Officer –

**New Hire and Transfer Opportunity**

**Vacancy No. 2024-11**

**Location:** 500 Pearl Street New York, NY

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

**Number of Positions:** Multiple

**Class Level:** CL-27 – CL-28

**Salary Range:** \$68,174 – \$132,844

(Depending on qualifications)

**Opening Date:** 09/30/2024

**Closing Date:** Open until filled

**Area of Consideration:** Open to all sources

### Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

### Our Vision:

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

**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.

**Our Vision (continued):**

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member.

Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

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 spends a percentage of time each week conducting community-based contact with people under supervision.

**REQUIRED QUALIFICATIONS (NEW HIRE):** All probation officer positions require 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.

In addition to meeting education requirements, candidates must possess the following required experience:

- To qualify at the CL-27 level, the successful candidate must possess two years of specialized experience or completion of a master’s degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
- To qualify at the CL-28 level, the successful candidate must possess two years of specialized experience.

\*Specialized experience is progressively responsible experience, gained after completion of a bachelor’s degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable. Additionally, volunteer or unpaid internship experience is not considered creditable.

First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment due to the mandatory separation age 57, with 20 years of service. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees Retirement System and

## Our Values:

**Respect.** All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

**Integrity.** We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

**Service.** We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

**REQUIRED QUALIFICATIONS (NEW HIRE, CONTINUED):** 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.

**ENVIRONMENTAL DEMANDS, BACKGROUND INVESTIGATIONS, AND MEDICAL STANDARDS (NEW HIRE):** The duties of probation officers require the investigation and management of alleged criminal individuals or convicted individuals who present physical danger to officers and to the public. In the supervision, treatment, and control of these individuals, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent and direct contact with individuals who are suspected or convicted of committing Federal offenses.

First time appointees to the position of U.S. Probation Officer must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening to determine fitness-for-duty. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, 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.

First time appointees will be required to participate in a six-week National Training Academy in Charleston, South Carolina.

**REQUIRED QUALIFICATIONS (TRANSFER):** 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.

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### **ENVIRONMENTAL DEMANDS, BACKGROUND INVESTIGATIONS, AND MEDICAL STANDARDS (TRANSFER):**

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.

### **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).

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>.

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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: [AO78-pdf \(uscourts.gov\)](https://uscourts.gov/AO78-pdf). Your cover letter must indicate the position for which you are applying, including the vacancy number, 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. Must have a valid driver's license. 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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