



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
U.S. PROBATION OFFICE**

POSITION ANNOUNCEMENT NUMBER: # 2008-03

POSITION TITLE: U.S. Probation Officer

OPENS: 01/2008

CLOSES: Open Continuously

TYPE OF APPOINTMENT: Full Time / Provisional to permanent, pending a favorable suitability determination by the court.

SALARY RANGE: CL 24 - CL 28 (\$39,434.00 - \$94,802.00) Depending on qualifications.

LOCATION: U.S. Probation Office, 233 Broadway, NY, NY 10279-0001

PROMOTION POTENTIAL: CL 28/61

AREA OF CONSIDERATION: Open to all sources.

DUTIES AND RESPONSIBILITIES:

The position is located in the U.S. Probation Office of the Southern District of New York. The incumbent conducts investigations, provides sentencing recommendations to the court, and supervises offenders.

PRESENTENCE INVESTIGATION:

The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is making reasonable sentencing recommendations to the Court based on information gathered during the investigation.

SUPERVISION:

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

*Conducts preliminary interviews and other investigations as required.

*Maintains a detailed written record of case activity.

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, is required for all probation or pretrial services officer positions.

ENVIRONMENTAL DEMANDS:

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

QUALIFICATIONS:

Qualifying experience for CL-24, One year specialized experience equivalent to work at the CL-23.

Qualifying experience for CL-25, One year specialized experience equivalent to work at the CL-23.

Qualifying experience for CL-27, Two years specialized experience, including at least one year equivalent to work at the CL-25.

Qualifying experience for CL-28, Three years specialized experience, including at least one year equivalent to work at the CL-27.

SPECIALIZED EXPERIENCE:

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/addiction treatment. Experience as a police

officer, custodial, or security officer, other than any criminal investigative experience is not creditable.

EDUCATIONAL SUBSTITUTIONS:

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience, and qualifies for CL-25, Step 1.

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. A "B+" (3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position is qualifying at CL-25, Step 1.

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL-27, Step 1.

Physical Requirements and Maximum Entry Age:

The duties of probation officers 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, 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, 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.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.

APPLICATION PROCEDURE: You may apply by submitting your resume and cover letter to the Southern District of New York, U.S. Probation Office by fax, e-mail or mail.

SDNY U.S. Probation Office
 500 Pearl Street, 7th Floor
 New York, New York 10007-1312
 Attention: Personnel
 Fax: 212 805-0045

SDNYProbation_HR_Department@nysp.uscourts.gov

IMPORTANCE NOTICE !

APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES OR BE ELIGIBLE TO WORK IN THE UNITED STATES.

PRIOR TO APPOINTMENT, THE SELECTEE CONSIDERED FOR THIS POSITION WILL UNDERGO A MEDICAL EXAMINATION AND DRUG SCREENING. 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 EVALUATION.

THE MEDICAL REQUIREMENTS AND THE ESSENTIAL JOB FUNCTIONS DERIVE FROM THE MEDICAL GUIDELINES FOR PROBATION OFFICERS, PRETRIAL SERVICES OFFICERS AND OFFICER ASSISTANTS ARE AVAILABLE FOR PUBLIC REVIEW AT [HTTP://WWW.USCOURTS.GOV/](http://www.uscourts.gov/).

A WRITTEN TEST IS REQUIRED FOR ALL QUALIFIED CANDIDATES, UNLESS YOU HAVE ALREADY PASSED THE TEST.

EMPLOYEES OF THE U.S. PROBATION OFFICE ARE REQUIRED TO ADHERE TO A CODE OF ETHICS AND CONDUCT WHICH IS AVAILABLE TO APPLICANTS FOR REVIEW UPON REQUEST.

THIS POSITION IS A MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY, I.E., DIRECT DEPOSIT.

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 UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER*******