



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

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**POSITION ANNOUNCEMENT NUMBER:** #2015- 1

**POSITION TITLE:** U.S. Probation Officer

**OPENS:** 01/12/15

**CLOSES:** 02/12/15

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

**SALARY RANGE:** CL 27/01 - CL 28/61 \$52,809.00 - \$102,917.00

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

**AREA OF CONSIDERATION:** Open to all sources

**INTRODUCTION:**

This position is located in the Southern District of New York, U.S. Probation Office. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. The incumbent conducts investigations, provides sentencing recommendations to the court, and supervises offenders.

**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.
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**SUPERVISION DUTIES**

- Supervises offenders 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 offenders. 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 offenders. Refers offenders 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 offenders' 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 offenders.

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

**Qualifying experience for CL-28,** Two 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.

**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 a 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  
New York, NY 10007-1312  
Attention: Human Resources  
Fax: 212 805-0045  
[sdnyprobation\\_hrdepartment@nysp.uscourts.gov](mailto:sdnyprobation_hrdepartment@nysp.uscourts.gov)

**IMPORTANCE NOTICE !**

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PRIOR TO APPOINTMENT, APPLICANTS CONSIDERED FOR THIS POSITION WILL UNDERGO A FULL BACKGROUND INVESTIGATION AND DRUG SCREENING. IN ADDITION, THE INCUMBENT WILL BE SUBJECT TO RANDOM DRUG SCREENING AND UPDATED BACKGROUND INVESTIGATIONS EVERY FIVE YEARS.

A WRITTEN TEST IS REQUIRED FOR ALL QUALIFIED CANDIDATES.  
APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES OR BE ELIGIBLE TO WORK IN THE UNITED STATES.

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.

ONLY MOST QUALIFIED APPLICANTS WILL BE CONTACTED FOR INTERVIEW

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