UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF WEST VIRGINIA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW

POSITION:	**UNITED STATES PROBATION OFFICER**
DUTY STATION:	Clarksburg, West Virginia
STATUS:	Full-time/Provisional to Permanent, pending a favorable suitability determined by the Court.
STARTING SALARY RANGE:	CL 25, Step 1 to CL 28, Step 61 ($40,802 - $92,336 annually) Starting salary to commensurate with educational background and experience, and subject to availability of funding.
OPENING DATE:	March 1, 2016
CLOSING DATE:	Open until filled
ANNOUNCEMENT NO:	2016-04

The U. S. Probation Office for the Northern District of West Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Officer in the Clarksburg Office. Hiring may be constrained by budgetary considerations.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Chief, Deputy Chief, Assistant Deputy Chief and Supervisory Probation Officer, the U.S. Probation Officer (USPO) conducts investigations, presents and prepares bail or presentence reports and provides recommendations for sentencing of individuals to the Court; and, interprets and applies the U.S. Sentencing Commission guidelines and relevant case law. The USPO supervises defendants/offenders to maximize adherence to imposed conditions and reduce risk to the community; provides treatment; detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and, maintains a detailed written record of case activity. The USPO also performs any other related duties as required.

QUALIFICATIONS:

- **Citizenship:** By statute, employees must be citizens of the United States or of a country with which the United States has a mutual defense treaty.

- **Maximum Entry Age:** First-time appointees to positions covered under law enforcement officer retirement provisions must **not** have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

- **Job Requirements:** Broad knowledge of the criminal justice system. Thorough knowledge of investigative and supervision techniques. Ability to evaluate and apply statutes and implement regulations. Ability to work under pressure of short deadlines. Skill in counseling defendants/offenders to obtain and maintain compliance to the conditions of their release. Skill in communicating orally and in writing, and in working with judges, counsel and other law enforcement agencies. Broad knowledge of community and potential community resources. Basic computer skills, proficient in Word and ability to type a minimum of 25 words per minute.

- **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/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required for all probation or pretrial services officer positions.

- **Physical Requirements:** Supervision, treatment and control of offenders requires moderate to arduous physical effort, including prolonged periods of walking and standing. Physical dexterity and coordination are necessary to operate a firearm and use self-defensive tactics. Travel within the northern part of the state is required. Applicants must be physically capable of performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

  Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical exam and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court.

  The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at http://www.uscourts.gov.

- **Background Investigation**: Conditions of employment for a United States Probation Officer include acceptable reference check and successful completion of a full-field OPM background investigation. Candidates selected for these positions will be hired provisionally pending the outcome of this investigation. An unsatisfactory background investigation may result in termination of employment.

In addition, as a condition of employment:

- incumbent will be required to complete the Probation Officer training program at the Federal Law Enforcement Training Academy (FLETC) in Charleston, SC;
- incumbent will be subject to ongoing random drug screenings;
- incumbent will be subject to updated background investigations every 5 years; and
- as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

BENEFITS:

Benefits include participation in the Federal Employees' Retirement System (FERS) which contributes to the Social Security Retirement Program. Participation in the Federal Employees' Health Benefits, Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employee matching contributions), Flexible Benefits, and Long Term Care Programs is available. A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service, and paid sick leave (accrual of 4 hours per pay period).

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay (i.e., Direct Deposit).

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

APPLICATION PROCEDURE:

To apply for this position, applicants must submit:

- a letter of interest
- A completed standard form, AO 78, Application for Judicial Branch Federal Employment (Can be downloaded from http://www.uscourts.gov/uscourts/formsandfees/forms/AO078.pdf or the form may be requested via telephone at 304-234-0399)
- a resume
- a college transcript
- and a writing sample**

** The preferred **writing sample** should be a typed, "sanitized" report/work sample from your experience in a criminal justice field.

All documents listed above should be marked "confidential" and submitted to:

Terry L. Huffman, Chief
United States Probation Office
P. O. Box 248
Wheeling, WV 26003

Any questions, please contact Kelly Fry, HR Specialist, at telephone no. (304) 234-0399.

NOTE: Final candidates will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses are the responsibility of the individual selected to fill the position. Divisional offices within the Northern District are located in Wheeling, Clarksburg, Elkins and Martinsburg, West Virginia.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER