



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

**POSITION:** UNITED STATES PROBATION OFFICER

**DUTY STATION:** Martinsburg, West Virginia

**STATUS:** Full-time  
Provisional to permanent position, pending a favorable suitability determined by the Court.

**STARTING SALARY RANGE:** CL 25, Step 1 to CL 28, Step 61 (\$56,997-\$128,992) Starting salary to commensurate with educational background and experience, and subject to availability of funding.

**OPENING DATE:** October 24, 2024

**CLOSING DATE:** Open until filled. Revised - Applications received by December 13, 2024 will be given priority consideration (date extended).

**ANNOUNCEMENT NO:** 2025-01

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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 Martinsburg, West Virginia, office.

**Summary of Position:**

By statute, the Probation Officer serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The incumbent performs duties that involve general pretrial services or probation cases, under the guidance of a Supervisory Officer.

**Duties and Responsibilities:**

- Under the guidance and direction of a Supervisory Officer, conduct investigations and prepare reports for the court with recommendations. Interview offenders/ defendants and their families and collect background data from various sources. During process, interpret and apply policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and *U.S. Sentencing Guidelines*, Monographs, and relevant case law, as applicable.

- Under the guidance and direction of a Supervisory Officer, enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders, investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and refer to appropriate specialist.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, if warranted. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*.
- Under the guidance and direction of a Supervisory Probation Officer, review and resolve disputed issues involving defendants/offenders and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assist offenders/defendants toward integration into the job market.
- Communicate with other organizations and personnel (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

### **Qualifications:**

- **Required Education/Experience:** Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and at least one year of specialized experience to qualify at the entry level of CL 25. Specialized experience is described as progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health.

- 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.
- Maximum Entry Age: First-time appointees to positions covered under law enforcement officer retirement provisions must **not** have reached their 37<sup>th</sup> 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 (FERS) 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.
- 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 District of West Virginia or other parts of the United States may be 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.

### **Miscellaneous:**

- Employees of the U.S. Probation Office are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at the U.S. Courts website at [www.uscourts.gov](http://www.uscourts.gov).
- Electronic funds transfer (EFT) for payroll deposit is required.
- 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 updated background investigations every five (5) years and ongoing random drug screenings.
- Veterans' preference is not a factor used in Judicial Branch appointments.

### **Benefits:**

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

### **Application Procedure:**

To apply for this position, applicants **must** submit the following:

- a completed Application for Judicial Branch Federal Employment (can be downloaded from [AO 78 Application \(Revised\)](#) or the form may be requested via email at [kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov)),
- a letter of interest and a resume,
- a college transcript, (copy is sufficient) and,
- a writing sample (a "sanitized" report/work product from your experience in a criminal justice field).

All required documents **must** be submitted in **one PDF file**. Application packets that are not submitted in **one PDF file** will not be accepted.

Please email the PDF file to:

[kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov)

or mailed to:

Kelly Fry, HR Administrator  
United States Probation Office  
P. O. Box 248  
Wheeling, WV 26003

**The United States Probation Office is an Equal Opportunity Employer**