

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
PROBATION OFFICE**

**INTERNAL VACANCY ANNOUNCEMENT
TRANSFER OPPORTUNITY**

POSITION: U. S. Probation Officer

LOCATION: Brunswick, Georgia

VACANCY ANNOUNCEMENT: 12-01-USPO

STARTING SALARY: Based on current salary grade/step
To be considered a lateral transfer

CLOSING DATE: March 23, 2012

The United States Probation Office for the Southern District of Georgia has an opening for a full-time U.S. Probation Officer in Brunswick, Georgia for **current** federal probation/pretrial services officers who wish to transfer. Incumbent will report directly to the Supervisory U.S. Probation Officer.

REPRESENTATIVE DUTIES:

- Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risks and needs. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Possess a working knowledge of and have a vested interest in outcome-driven, evidence-based practices.
- Collect and conduct urinalysis tests 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 (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed written records of case activity. May conduct surveillance and/or plain view seizure at the direction of the Court.
- Conduct investigations and prepare reports for Court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statues, Federal Rules of Criminal Procedure, and may include U.S. Sentencing Guidelines, Monograph, and relevant case law.
- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assess offenders/defendants' level of risk and needs, and develop a blend of strategies for controlling and correcting risks.
- Communicate with other organization and persons (such as the U.S. Parole Commission, Bureau of Prison, law enforcement, treatment agencies, and attorneys) concerning offenders/defendants'

behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. 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.

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Participate in and contribute to on-going training programs.
- Perform other duties as assigned.

QUALIFICATIONS:

The incumbent must be a **current** Federal Probation/Pretrial Services Officer in good standing. This includes consistent high quality past job experience/performance and an attendance record that indicates reliability.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

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 discretion, request drug and/or medical testing 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. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

APPLICATION PROCESS:

Applicants must submit a cover letter, résumé and supplemental statement. The supplemental statement must address the following Knowledge, Skills, and Abilities (KSA's). No more than one page per KSA will be accepted.

- a. Knowledge, skill, and ability in understanding and implementing Charter for Excellence principles such as: honesty, responsibility, accountability, and fairness.
- b. Ability to understand, interpret, and follow policies and procedures while working as a team with other officers, clerical staff and supervisors.
- c. Knowledge, skill, and ability to maintain a stressful workload while exhibiting maturity of judgment, superior organizational skills, unquestioned integrity, discretion, and tact.

To ensure consideration, all materials should be emailed to:

milinda_jones@gas.uscourts.gov

or mailed to:

United States Probation Office
Attn: Human Resources Specialist
Vacancy Announcement 12-01-USPO
P.O. Box 8165
Savannah, GA 31412

Emailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted. Travel reimbursement in connection with interview and/or relocation is not authorized.

AN EQUAL OPPORTUNITY EMPLOYER.