



**U.S. PROBATION/PRETRIAL SERVICES OFFICE
DISTRICT COURT OF THE UNITED STATES VIRGIN ISLANDS**

**VACANCY ANNOUNCEMENT
(NO. 2017-VI-STT-02)**

Position Title:	U.S. Probation Officer (Full-time)	
Location:	St. Thomas Division	
Starting Salary Range:	\$41,455 - \$93,831 (CL25 - CL28) plus 13.22% COLA (Starting classification level and salary dependent upon experience and qualifications. Promotion potential is possible within the salary range without further competition).	
Opening Date:	07/17/17	Closing Date: 08/12/2017

The United States Probation, St. Thomas Division, is currently accepting applications for the position of United States Probation Officer.

Representative Duties: The probation officer gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Information is gathered through interviews with the defendant, arresting authorizes, U.S. Attorney's Office, family, and others. Law enforcement automated criminal records systems are used to obtain and verify information. Drug testing is performed and referrals are made to substance abuse and/or mental health assessments. Evaluates information and prepares a report to the judge prior to the initial hearing. Assesses flight risk and danger to the community, and recommends bail and/or release, or detention of the defendant.

Conducts investigations and prepares reports for the Court, with recommendations for sentencing individuals convicted of federal offenses. Interviews defendants and their families. Contacts law enforcement agencies, attorneys, victim(s) of the crime(s), and others as required for the accurate preparation and presentation of presentence reports. Interprets and applies U.S. Sentencing Commission guidelines and relevant case law. Submits presentence reports and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis of factual findings and guideline applications. Serves as resource to the Court to facilitate proper imposition of sentence.

Supervises defendants that are released on pretrial supervision, probation, parole or supervised release. Maintains personal contact with offenders through community visits, office contact, and telephone conversations. Responsible for detection of substance abuse through assessment and counseling. Refers offenders to appropriate outside agencies, such as medical and drug treatment facilities, employment, and training. Supervision intervention conducted with the defendant is to modify behavior to reduce potential for revocation. Coordinates and monitors defendant's contact with community resources.

Monitors and manages offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

U.S. Probation Officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.

Officers are required to maintain a detailed written record of case activity.

May be required to work more than 40 hours per week in order to meet job requirements and deadlines.

Overtime pay is not authorized by the Judicial Conference of the United States.

Minimum Qualifications: 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 work of the position, is required for all probation officers positions. Candidate must be computer literate.

Specialized Experience: To qualify for the CL25 level, applicant must have at least one year of specialized experience, which is defined as 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, custodial, or security officer, other than any criminal investigative experience, is not creditable for this position.

Educational Substitutions: CL 27: A minimum of two years of specialized experience, including at least one year equivalent to work at the CL-25 level or the completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree to qualify at the CL 27 level.

CL 28: A minimum of two year of specialized experience, including at least one year equivalent to work at the CL-27 level to qualify at the CL 28 level.

Preferred Skills: Completion of an advanced degree from an accredited university is preferred. Additional preferred skills include: fluency in a second language, proficiency with WestLaw, and Lexis is desirable.

Personal Characteristics: A successful candidate must demonstrate effective written and verbal communication skills, be of outstanding character, mature, responsible, poised, organized and meticulous. Must also possess tact, good judgement, initiative, and the ability to work with a variety of people with diverse backgrounds. Ability to communicate in a second language is helpful.

Physical Requirements and Maximum Entry Age/Other Conditions of Employment: U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). The incumbent is subject to mandatory retirement at age 57 with 20 years of Federal law enforcement service.

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 37 or over with previous hazardous duty experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for appointment.

The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and the public. Moderate to arduous physical exertion (including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics) is required in the supervision, treatment, and control of these offenders. On a regular basis, probation officers and officer assistants face unusual mental and physical stress inasmuch as they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.

Final candidate(s) will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.

The applicant selected for this position will undergo a full OPM background investigation. Applicant will be hired provisionally pending the outcome of the investigation. Employment is contingent upon outcome of a favorable OPM background investigation. An unsatisfactory background investigation may result in termination of employment.

Prior to appointment, the selectee considered for this position must 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 evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>.

Applicant must be a United States citizen or eligible to work in the United States. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States.

Employee Benefits: U.S. probation employees are Judicial branch employees and work for the U.S. Courts. Benefits include accrual of annual and sick leave, health, dental, vision and life insurance, supplemental benefits, retirement benefits and tax deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Application Process: Candidates must submit copies of (official) college transcripts, a letter of interest which addresses your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, skills and abilities of the position; along with a current resume with references (including phone numbers) and AO-78, Application for Judicial Branch Federal Employment (may be downloaded from <http://www.uscourts.gov>.) Please submit your application package by mail to:

Larry T. Glenn, Chief U.S. Probation Officer
Almeric L Christian Federal Building & Courthouse
3013 Golden Rock, Suite 2, St. Croix, VI 00820-4173.

Or via email (**preferred method**) in a single PDF document to: HR_Probation@vip.uscourts.gov. Please enter "Application for USPO 2017-VI-STT-02" in the email subject line.

The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either which may occur without prior written notice. Due to the volume of applications received, only applicants who are selected for an interview and testing will receive a written response.

The U.S. Probation/Pretrial Services Office is an Equal Employment Opportunity Employer

