



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

**VACANCY ANNOUNCEMENT
(NO. 2016-VI-STT-02)**

Position Title:	Probation Officer Assistant
Location:	St. Thomas/St. John Division
Terms of Employment:	Full-time, Excepted Services
Starting Salary Range:	CL 23-\$37,357 with potential for promotion to USPO - CL25- \$65,296.00 without further announcements) Plus 13.84% COLA <i>(Starting salary, dependent on qualifications)</i>
Opening Date:	04/04/16
	Closing Date: 04/29/16

Applications received by 04/15/16 will be given priority consideration.

The United States Probation Office is currently accepting applications for the position of U.S. Probation Officer Assistant. The incumbent provides technical and administrative support to probation officers in a wide range of areas, including assisting with compiling information for investigations; assisting with supervision of low-risk defendants and/or offenders; coordinating with collateral agencies, drafting reports and correspondence; and related duties. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards and demonstrative integrity in meeting the vision and mission of the district.

Representative Duties: Under the guidance and direction of a supervisor, or senior officer, conduct collateral investigations for districts throughout the country; draft and submit collateral reports, which may include placing telephone calls, making home/office contacts and community/field contacts, as well as maintaining files and case records.

Assist probation officers in the performance of presentence investigations, including: compiling criminal histories/profiles, running records checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of probation reports.

Schedule and monitor urinalysis collection from offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody or urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the officer's computerized database system. Testify, as necessary, before the court.

Participate in on-going training and development in order to remain abreast of advanced techniques.

Conduct criminal record checks on probation officer's caseload and potential employees of the Probation Office.

Run periodic record checks on a caseload of deportation cases.

Minimum Job Qualifications: To qualify, an applicant must be a high school graduate or equivalent with 2 years of general experience.

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

To qualify for a CL24, one year specialized experience is required.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

To qualify for a CL-25 a person must have 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 officer positions. Plus one year specialized experience.

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 Officer Assistants 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 who have previous federal law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' 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 federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

The duties of probation officer assistants 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. Employees are entitled to the accrual of 13 to 26 days of annual leave based on years of service, as well as 13 days of sick leave per year. There is optional enrollment in federal health insurance, group life insurance, long term care options, long-term disability insurance, flexible spending program (pre-tax flexible spending for health care and dependant care) and a tax deferred Thrift Savings Plan (similar to a 401K plan). Excellent retirement annuity and mandatory retirement at the age of 57. There are 10 paid federal holidays per year, and several paid local holidays. Creditable time in service on other federal agencies, or the military will be added to judiciary employment when computing employee benefits. Direct deposit is required for payment of compensation for employees.

Application Process: Qualified candidates should submit a cover letter along with their resume and AO78 Application for Judicial Employment. The application can 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**) to: HR_Probation@vip.uscourts.gov. Please enter "Application for Probation Officer Assistant" 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

