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

VACANCY ANNOUNCEMENT
(NO. 2013-VI-STX-01)

Position Title: **U.S. Probation Officer** (Full-time)
Location: **St. Croix Division**
Starting Salary Range: **CL 25/01 - CL 28/25 ($37,941- $68,809 plus 13.84% COLA)**
(Salary Commensurate with Experience)

Opening Date: **07/29/13** **Closing Date: Until Filled**

The United States Probation/Pretrial Services Office, District of the United States Virgin Islands, St. Croix Division, is accepting applications for the position of United States Probation Officer.

Position Overview: The probation officer interviews defendants upon arrest; prepares written and verbal bail reports; formulates recommendations for detention or release with conditions; presents information to judges and attorneys; represents the agency at court hearings. The probation officer conducts investigations and prepares reports for individuals convicted of federal offenses; interprets and applies U.S. Sentencing Commission guidelines and relevant case law; supervises defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detects and investigates violations and implements appropriate alternatives and sanctions; performs other duties as the Court may require.

Qualifications: A Bachelor's Degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, social work, human relations, business or public administration. An advanced degree is preferred. Candidate must be computer literate.

Requirements: Applicants must be a United States citizen.

First-time applicants must be under the age of 37 at the time of appointment.

Successful applicants must undergo a full field background investigation by the Office of Personnel Management.

Prior to appointment, the selectee considered for this position will 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. The medical requirements and the essential job functions derived from the medical guidelines for the probation officers are available for public review at: http://www.uscourts.gov/

New officers will attend a six week training academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina within the first year of employment.

Incumbents 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.

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.

EMPLOYEE BENEFITS: U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). 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 PROCEDURES: Candidates must submit copies of college and graduate school transcripts, a letter of interest which addresses their particular skills and experience, along with a current resume and AO-78, Application for Judicial Branch Federal Employment (may be downloaded from http://www.uscourts.gov. These documents must be submitted by mail to:

Denise L. Donadelle-DeCosta,
Chief U.S. Probation/Pretrial Services Officer
Ron de Lugo Federal Building & U.S. Courthouse
5500 Veterans Drive, Suite 335
St. Thomas, USVI 00802-6424

THE U.S. PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER