



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

**VACANCY ANNOUNCEMENT
(NO. 2022-VI-01)**

Position:	U.S. Probation Officer Assistant <i>(This is a law enforcement position)</i>
Location:	Multiple locations: St. Croix, St. Thomas
Salary Range:	CL - 23 (\$41,752 - \$64,132) CL - 24 (\$42,923 - \$67,743) CL - 25 (\$45,591- \$72,991) plus 12.45% COLA (Starting classification level and salary dependent upon experience and qualifications. Promotion potential is possible within the salary range without further competition).
Position Information:	Full-time/Excepted Service/Temporary (More than one position may be available)
Opening Date:	05/26/2021
Closing Date:	Open Until Filled , with first preference given to applicants who apply by June 10, 2022

***Employment Term:** Budget permitting, it is expected that the selected candidate will serve for one year and one day. The Chief Probation Officer will evaluate the needs of the organization throughout the year to determine if the position will be extended for one additional year, made permanent, or terminated.

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

REPRESENTATIVE DUTIES:

- Under the guidance of a probation officer, supervise a low-risk caseload requiring contact by telephone, in the office, and in the field, with persons under supervision. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.
- Under guidance from a probation officer, draft and submit selected reports. Observe and inform the probation officer/ supervisor of the criminogenic risk factors associated with

persons under supervision. Assist in the development of community resources to meet those risks and needs.

- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court (accompanied by a probation officer), regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations; draft and submit collateral reports which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Conduct preliminary interviews and other investigation as required.
- Interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Collect and conduct urine tests on persons under supervision and maintain records associated with testing. Act as the primary tester for the probation office in-house drug testing program.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Evenings and weekend work is required for the supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, are required. Officers may be required to work more than 40 hours per week to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Perform other appropriate duties as assigned.

JOB REQUIREMENTS (Knowledge, Skills and Abilities):

- Skill in conducting legal research relative to varied complex and difficult legal issues related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in counseling persons under supervision to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.
- Skill in communicating (orally and in writing) and working with judges, attorneys, and other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, persons under supervision/defendants and their families/support systems, and others for the purpose of supervision and investigation.
- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.
- Travel may be required based on the needs of the organization.

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. Candidate must be computer literate.

Preferred Experience: At least one year of progressively responsible experience gained after the completion of a bachelor's degree in fields such as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/ addiction treatment. Experience as a police officer, custodial officer, or security officer, other than any criminal investigative experience, is not creditable.

EMPLOYEE BENEFITS: A generous benefits package is available to full-time employees which may include:

- A minimum of 11 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan

CONDITIONS OF EMPLOYMENT:

- Applicant must be a United States citizen or eligible to work in the United States.
- Employees of the United States Probation Office for the District of the Virgin Islands are required to be vaccinated and attest to their vaccination status. New employees are required to complete a COVID-19 Vaccination Status Attestation Form. The information provided on the form will be treated as confidential information and will be managed by the Court's Human Resources Department.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees of the United States Probation Office for the District of the Virgin Islands are excepted service appointments. Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- 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 an OPM background investigation and updated background investigations every five years, ongoing random drug screening 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 [Officer and Officer Assistant Medical Requirements](#)
- 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 and who may have had 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.

Application Process: To be considered for this “at will” position, applicants must submit the following in **one PDF Document** via email to usviprobationjobs@vip.uscourts.gov:

- A letter of interest which addresses which divisional office you are applying to (St. Croix or St. Thomas), your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, skills, and abilities of the position.
- Application for Judicial Branch Federal Employment (Form AO-78, which may be downloaded from www.uscourts.gov) (Note: Page 5 of form AO-78 must be completed and signed).
- A resume detailing all relevant experience, education, and skills.

Please enter “USPOA 2022-VI-01” in the email subject line. Submissions that do not include all the requested documents will not be considered.

Agency Contact Person: Kalene St Jean-Pierre
Administrative Services Technician
(340) 775-8064

The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written notice. Due to the expected high volume of applications, only applicants who are selected for an interview and testing will receive a written response. Position will be filled as permitted by current and future budget constraints.

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