



# United States Probation and Pretrial Services District of Alaska

## U.S. Probation and Pretrial Services Officer

<b>Announcement Number</b>	USPO 18-01
<b>Announcement Date</b>	January 12, 2018
<b>Closing Date</b>	March 11, 2018, Open until filled.
<b>Salary Range</b>	CL 27 - CL 28 (\$54,319 - \$105,847) Plus 3.74% COLA
<b>Location</b>	Fairbanks, Alaska (Training will primarily be conducted in the Anchorage, Alaska office)

### Position Overview

The United States Probation and Pretrial Services Office for the District of Alaska is accepting applications for a United States Probation and Pretrial Services Officer. By statute, probation officers serve in a judiciary law enforcement capacity, assist in the fair administration of justice, promote community safety, gather information, supervise defendants and offenders, interact with collateral agencies, conduct investigations, prepare reports, and present recommendations to the Court. The specific assignment depends on the skills and qualifications of the successful candidate.

The United States Probation and Pretrial Services Office for the District of Alaska is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

### Representative Duties

- Pretrial Services: Conduct investigations, research the criminal and social backgrounds of defendants charged with federal offenses, and interview defendants and their families. Compile information gathered to prepare reports and make release recommendations to the court. Represent the probation and pretrial services office at court proceedings. Supervise defendants on pretrial release to ensure public safety, compliance with release conditions, investigate alleged violations of release, and report findings to the court.
- Presentence Investigations: Conduct investigations and prepare reports for the court with recommendations for sentencing defendants convicted of federal offenses. Interview defendants, their families, and collateral sources to obtain background information. Investigate defendants prior criminal history and finances. Interview victim(s) and provide victim impact statements to the court. Analyze and respond to objections and present unresolved objections to the court. An integral part of this position requires the interpretation and application of policies and procedures, statutes, the Federal Rules of Criminal Procedures, and U.S. Sentencing Commission guidelines. Skill in legal

reasoning and critical thinking is preferred. Track legal developments and serve as a resource to judicial officer's for information and advice to facilitate proper imposition of a sentence.

- Post-sentence Responsibilities: Supervise and evaluate the behavior of offenders on probation, supervised release, or parole to ensure public safety and compliance with specified conditions. Complete written investigations/evaluations on proposed plans for offenders scheduled for release from imprisonment. Develop supervision and treatment plans to include identification of individual problems and community safety requirements; establish specific objectives; and assist in securing employment and medical, legal, or social services. Investigate, evaluate, and prepare reports of findings and recommendations for the court on offenders who are alleged to have violated conditions of probation, supervised release, or parole.
- Maintain personal contact with defendants/offenders in the community, office, and telephonically.
- Cooperate with pretrial services and probation officers in other districts to assist in investigations and to assist in the supervision of defendants and/or offenders on pretrial release, courtesy supervision, or travel permits, and perform related services as requested. Analyze reports to identify problems, trends, and to formulate solutions.
- Maintain case records as required by statute or by the court, the Administrative Offices of the U.S. Courts, and the Chief U.S. Probation and Pretrial Services Officer; document significant behavior of defendants and/or offenders, events, and officer/offender interaction as directed under existing policies and procedures.
- 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 ongoing inter and intra-agency training programs. Keep informed of and apply new developments and techniques in the judicial and correctional fields.
- Perform other related duties as assigned.
- Travel to Anchorage, Alaska a minimum of one time per month (and as required based on needs of the agency).

### **Minimum Qualifications**

- Applicants must be a U.S. citizen or foreign national eligible for federal employment.
- 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, business or public administration, or another closely related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation and pretrial services officer positions.
- Two years of specialized experience, which is 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.

### **Preferred Qualifications**

In addition to the minimum qualifications, preference may be given to candidates with any of the following:

- A Juris Doctorate or a master's degree in a closely related field of study.
- Knowledge of evidence-based practices, risk and needs principles, cognitive behavioral therapy and programming.
- Knowledge and understanding of community resources and skills to identify additional resources.
- Ability to conduct legal research related to varied and complex legal issues.
- Bilingual skills.

### **Physical Requirements and Maximum Entry Age**

- The duties of probation/pretrial services officers require the investigation and management of alleged criminal offenders and/or convicted offenders who present physical danger to officers and the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with defendants and/or offenders.
- The medical requirements and the essential functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.
- Due to the hazardous duty retirement requirements of the Federal Government, applicants must not have reached their 37th birthday before date of hire unless they have prior federal hazardous duty experience sufficient to complete 20 years by the mandatory retirement age of 57.

### **Selection Process**

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 be appointed provisionally, pending favorable suitability determination by the court.

A high sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation. Unsatisfactory results may result in termination of employment.

In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening and updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

## Benefits

- Federal benefits include paid vacation and sick leave, 10 paid holidays, retirement benefits, and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and Flexible Benefits Program that includes medical and dependent care reimbursement.
- Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid.
- New officers receive extensive training during their first year of employment. In addition to local training, officers must also successfully complete a six-week national training program at the Federal Probation and Pretrial Academy (FPPA) in Charleston, South Carolina.

## How to Apply

- Qualified candidates must submit a cover letter, resume, most recent performance evaluation if conducted, college transcripts, and [Application for Judicial Branch Federal Employment, form AO 78](#). The cover letter should be addressed to Ms. Rhonda M. Langford, Chief U.S. Probation Officer, and detail your specialized experience and preferred qualifications.
- Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered. Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov).

*The Court is not authorized to reimburse travel expenses for interviews. This position is subject to mandatory participation of electronic salary payments (i.e. direct deposit). The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.*

*The United States Probation and Pretrial Services Office for the District of Alaska is an Equal Opportunity Employer*