



United States Probation and Pretrial Services District of Alaska

U.S. Probation and Pretrial Services Officer

Announcement Number USPO 17-03
Announcement date March 6, 2017
Closing Date April 5, 2017
Salary Range CL 27 - CL 28 (\$53,223 - \$103,675) Plus 4.22% COLA
Location To be determined

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, prepare reports, conduct investigations, and present recommendations to the Court. Judiciary employees serve under the Administrative Office of United States Courts. The specific assignment for the incumbent may depend on the skills and qualification of the successful applicant.

Representative Duties

- **Pretrial Services:** Researches the criminal and social backgrounds of defendants charged with federal offenses, conducting office conferences, telephone interviews, and field visits. Compiles, analyzes, evaluates, and reports to the Court the information gathered, making recommendations to the Court regarding release issues and representing the probation/pretrial services office at court proceedings. Supervises and evaluates the behavior of defendants on pretrial release to ensure public safety and compliance with release conditions, and investigates alleged violations of release and reports findings to the Court.
- **Presentence Investigations:** Compiles, analyzes, evaluates, and reports to the Court information gathered during presentence investigations. Identifies and develops appropriate sentencing and community treatment alternatives. Formulates specific recommendations and participates in presentence conferences and sentencings with the Court.
- **Postsentence Responsibilities:** Supervises and evaluates the behavior of offenders on probation, supervised release, or parole to ensure public safety and compliance with specified conditions. Completes written investigations/evaluations on proposed plans for offenders scheduled for release from imprisonment. Develops supervision and treatment plans to include identification of individual problems and community safety requirements; establishes specific objectives; and assists in securing employment and medical, legal, or social services. Investigates, evaluates, and prepares

reports of findings and recommendations for the Court on offenders who are alleged to have violated conditions of probation, supervised release, or parole.

- Cooperates with pretrial service 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 performs related services as requested. Analyzes reports to identify problems, trends, and to formulate solutions.
- Maintains case records as required by statute or by the Court, the Administrative Offices of the U.S. Courts, and the Chief U.S. Probation/Pretrial Services Officer; documents significant behavior of defendants and/or offenders, events, and officer/offender interaction as directed under existing policies and procedures.
- Participates in and contributes to ongoing inter- and intra-agency training programs. Keeps informed of and applies new developments and techniques in the judicial and correctional fields.
- Performs other related duties as assigned.

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 field 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 master's degree is preferred;
- Knowledge of evidence-based practices, risk and needs principles, cognitive behavioral therapy programming;
- Knowledge of community resources and the understanding and the skill to identify additional resources;
- Ability to conduct legal research related to varied and complex legal issues;
- Bilingual skills are desirable.

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 age 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. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five.

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.
- 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 Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

How to Apply

- Qualified candidates must submit a cover letter, resume, a recent performance evaluation if conducted, and [Application for Judicial Branch Federal Employment, form AO 78](#). The cover letter should be addressed to Ms. Rhonda Langford, Chief U.S. Probation Officer, and addresses 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.

The Court is not authorized to reimburse travel expenses for interviews. This position is subject to mandatory electronic direct deposit of salary payments. 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 or an offer of employment, or dismissal after being employed.

The United States District Court for the District of Alaska is an Equal Opportunity Employer