

**UNITED STATES PROBATION OFFICE  
DISTRICT OF NEVADA**

**AMENDED VACANCY ANNOUNCEMENT  
No. 2016-06**

<b>POSITION TITLE:</b>	<b>PROBATION OFFICER ASSISTANT</b>
<b>SALARY RANGE:</b>	CL-24 - CL-25 (\$38,492 - \$65,410)* *Commensurate with experience, with promotional opportunity (based on performance) up to the target grade without further competition.
<b>LOCATION:</b>	Las Vegas, Nevada
<b>NUMBER OF POSITIONS:</b>	One or more
<b>OPENING DATE:</b>	October 5, 2016
<b>CLOSING DATE:</b>	Open until filled. First review of applications will occur on October 17, 2016.

**Introduction**

The Probation Office of the United States District Court, District of Nevada, is accepting applications for a Probation Officer Assistant position for the Las Vegas Office.

By statute, the Probation Officer Assistant serves in a Judiciary law enforcement position and assists in the administration of justice. Under the guidance and direction of a Supervisory Officer, incumbent conducts investigations, provides presentence reports and sentencing recommendations to the Court, and supervises offenders/defendants and supervised releasees. Personal contact with other law enforcement and Court agencies will be required to accomplish assigned responsibilities. This is a **hazardous duty** position.

**Representative Duties**

A Probation Officer Assistant performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Under the guidance and direction of a Supervisory Officer, conduct pre-sentence investigations, including offense, prior record, and personal and family data. Compile, analyze, and evaluate information gathered during presentence investigations.
- Under the guidance and direction of a Supervisory Officer, prepare and present presentence report and sentencing recommendations to the Court. Respond to judicial officers' requests for information and advice.

Probation Officer Assistant  
Vacancy Announcement 2016-06

- Under the guidance and direction of a Supervisory Officer, supervise offenders to facilitate adherence to imposed conditions, reduce risk to the community, and provide correctional treatment, as necessary. Develop, recommend, and implement approved supervision plans.
- Under the guidance and direction of a Supervisory Officer, supervise the low-risk caseload under low-risk standards established by Judicial Policy.
- Under the guidance and direction of a Supervisory Officer, maintain personal contact with offenders through office and community/home visits and by telephone. Refer offenders to appropriate outside agencies such as medical and drug treatment facilities.
- Assist in providing offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assist offenders/defendants toward integration into the job market. Utilize Evidence Based Practices to promote effective interventions to reduce recidivism.
- Initiate contact with, reply to, and seek information from organizations and persons concerning offenders' behavior and conditions of supervision. Detect and investigate possible violations and assist in implementing appropriate alternatives and sanctions. Report violations to appropriate authorities.
- Knowledge of Evidence Based Practices techniques in supervising offenders/defendants.
- Maintain a detailed written record of case activity.

**Minimum Job Qualification Requirements**

To qualify for a CL-24, a person must have one of year of specialized experience equivalent to work at CL-23.

To qualify for a CL-25, a person must have one year of specialized experience equivalent to work at CL-24.

**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.

**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

Probation Officer Assistant  
Vacancy Announcement 2016-06

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.

**Court Preferred Skills**

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 relation skills involved in the work of the position.

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 criminal investigative experience is not creditable.

**Salary and Benefit Information**

The United States Probation Office is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. Although not part of the civil service, staff of the Judicial Branch are eligible for civil service health, life, and retirement benefits. In addition, Judicial employees are eligible for long term care insurance, a long term disability program, participation in pre-tax health care, dependent care, and commuter reimbursement accounts, and pre-tax payment of health benefit premiums. All appointments are subject to mandatory electronic funds transfer. This position is classified and paid under a broad-banded system which combines Classification Levels and pay.

**Special Requirements for Probation Officers and Probation Officer Assistants**

If not already serving as a U.S. Probation/Pretrial Services Officer or Assistant, the selectee considered for this position will undergo a medical examination and drug screening as a condition of employment, and must successfully complete a ten-year background investigation. Upon successful completion of the medical examination and drug screening, the selectee may 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/>.

**Physical Requirements and Maximum Entry Age**

The duties of probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and case management of these offenders, moderate to arduous physical exercise, prolonged periods of walking and standing, physical dexterity, and use of self-defense tactics may be required. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems that constitute employment hazards to the applicant or others, may disqualify an applicant.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous 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 law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement. Retirement is mandatory at age 57.

**Application Process**

Qualified applicants should submit a detailed resume and a one-page cover letter which addresses their qualifications, skills, and experience. Applicants should also include a copy of their last employment performance evaluation. All documents should be emailed to the U.S. Probation Office at the below email address:

[human\\_resources@nvp.uscourts.gov](mailto:human_resources@nvp.uscourts.gov)

In the subject line put Probation Officer Assistant

**Other Information**

Only qualified applicants will be considered for this position. The Probation Office will contact only the most qualified applicants who will be invited to interview. Persons selected for interviews will be required to travel to the designated location at their own expense.

Probation Officer Assistant  
Vacancy Announcement 2016-06

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court.

The Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

This position will be filled in accordance with the Equal Employment Opportunity Plan of this Court.