



Recent College Grads are Welcome to Apply

An Exciting and Rewarding Career Opportunity

Federal Law Enforcement

The **U.S. Probation Office, District of Nevada** is currently recruiting **United States Probation Officers** for its satellite office in **Reno, NV**. This is an exciting opportunity for recent college grads and/or those with one to two years of experience.

Announcement Number	Job Title
2022-08 <ul style="list-style-type: none">Complete job description, click here	United States Probation Officer <ul style="list-style-type: none">The Role of a U.S. Probation Officer, click video
Number of Openings	Type
1 or more (Duty Station: Reno, Nevada)	Permanent, Full-Time
Opening Date	Closing Date
August 11, 2022	September 18, 2022 (or open until filled) <ul style="list-style-type: none">Applications reviewed on a rolling basis

Compensation (Depending on Experience)	Promotional Potential
\$45,591 - \$ 72,991, CL-25 (Reno) \$50,200 - \$ 80,388, CL-26 (Reno) \$52,967 - \$ 86,084, CL-27 (Reno) \$63,467 - \$103,208, CL-28 (Reno)	To a CL-26 /CL-27 / CL-28 without further competition.

Benefits
Pay is only part of the generous total compensation package you receive while working for the United States Courts. Employees also receive 13 days of vacation for the first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, pension plan, and a Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, Flexible Benefits Program which includes health, dependent care, free parking, and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.

How to Apply	Required Documents
Submit application (.pdf files, preferred) to: careers@nvp.uscourts.gov Applications reviewed on a rolling basis. <i>An autoreply message will confirm receipt of your application. Only candidates invited to interview will be contacted by HR.</i>	Applicants MUST submit all required documents: <ul style="list-style-type: none">Cover letter, including summary of background and interest (limit, two pages)ResumeForm AO-78, Application for EmploymentTwo (2) most recent performance evaluations or two (2) letters of recommendation

The work of a federal probation officer involves the investigation, supervision, detention, or rehabilitation of individuals suspected or convicted of offenses against the United States. As an investigative, sentencing and/or supervision professional, United States Probation Officers provide meaningful assistance to the federal courts in its deliberations and decisions concerning criminal offenders, and ensure public safety through the monitoring and supervision of offenders.

For **complete job description**, click [here](#).

For information on the role of federal probation officers, click [here](#).

Overview

The U. S. Probation Office, District of Nevada has a staff of approximately 60 professionals dedicated to making a positive impact on the lives of others. We are headquartered in downtown Las Vegas, Nevada, and have a satellite office in Reno, Nevada.

Reno, Nevada is an outdoor lover's paradise with year-round recreation. Known as the "The Biggest Little City in the World," Reno is famous for maintaining its small-town charm while offering big-city amenities. Lake Tahoe, one of the most beautiful lakes in the world, is just 45 minutes away, and the Tahoe region also includes nearly twenty world-class ski resorts. The University of Nevada, Reno, with its beautiful campus, has ranked in the top tier of "Best National Universities" for the last decade. Reno is just a few hours away from San Francisco, California.

Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, lower property taxes, and no inheritance tax. To learn more about us, click [here](#).

Your Work and Caseload

Federal Probation Officers enforce court-ordered supervision conditions and implement supervision strategies utilizing evidence-based practices. Maintain personal contact with people under supervision through office, virtual and community contacts. Investigate employment, lifestyle, and associates to assess risk and needs. Address substance abuse, mental health, criminal behavior, and similar problems and implement appropriate restrictive and behavioral strategies to improve success. Conduct extensive investigations and prepare reports for the Court. For **complete job description**, click [here](#).

To support the management of caseloads, probation officers may be provided mobile phones, tablet computers, and government-owned vehicles. In addition, newly appointed U.S. Probation Officers receive extensive training during their 1st year of employment and are required to successfully complete a 6-week, paid national training program at the Federal Law Enforcement Training Center (Probation and Pretrial Academy), in Charleston, South Carolina.

Minimum Qualifications

Education

- Undergraduate degree from an accredited college in a field of academic study such as criminal justice, criminology, social work, psychology, sociology, human relations, business administration or public administration which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Experience

- For a **CL-25**, one (1) year of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
 - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
 - Standing in the upper third of the class;
 - "3.5" average or better in the major field of study, such as criminal justice, social work, business or public administration, human resources management, industrial relations, or psychology; or
 - Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
- For a **CL-26**, one (1) year of specialized experience.
- For a **CL-27**, two (2) years of specialized experience; or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
- For a **CL-28**, two (2) years of specialized experience.

Specialized Experience

- Specialized experience is defined as 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 use disorder treatment is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Preferred Qualifications

Although we will consider those with minimal experience, preference may be given to applicants who demonstrate one to two years of specialized experience and/or knowledge of evidence-based practices; risk, needs and responsivity principles; and cognitive behavioral interventions. Preference also may be given to those who can effectively communicate in Spanish.

Critical to this role is the ability to demonstrate exceptional time management, organization, writing, and oral presentation skills. The ability to meet deadlines, despite workload, is an important part of this role. You must be a self-starter and possess an ability to develop and implement programs with minimal supervision. The ability to exercise good judgment, communicate effectively, and handle multiple tasks simultaneously are necessary in this position.

Conditions of Employment

Candidates must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. This is a high-sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of a medical examination, drug screening, local background screening, FBI background investigation, credit check and a favorable suitability determination. Employees are required to use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations.

Medical Examination

- Prior to appointment, the selected **candidate must undergo a medical examination and drug screening**. Upon successful completion and medical clearance, the candidate may then be appointed provisionally, pending a favorable suitability determination by the Court.
- Officers 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 an employment hazard to the applicant or others, may disqualify the candidate. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

Background Investigation and Maximum Age Requirements

- As conditions of employment, the selected candidate will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, and may be subject to subsequent fitness for duty evaluations. **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 age 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

- The position allows for retirement at age 50 with 20 years of service. **Mandatory retirement occurs at the age of 57.**

Selection Process

Candidates may be evaluated based on how closely (s)he meets the qualifications outlined above; writing sample(s) - including narrative cover letter; pre-employment interview; job-related testing and assessments; a panel interview – including oral presentation; and/or other assessments.

The United States Probation Office is an equal opportunity employer and we are committed to the principles of diversity and inclusiveness

The U. S. Probation Office, District of Nevada reserves the right to modify the conditions of this job announcement or withdraw this job announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same (or similar) position becomes available within nine (9) months of this announcement, the Chief Probation Officer reserves the right to select a candidate from the original qualified applicant pool rather than re-advertise a vacant position.