United States Probation Office
District of Nevada

VACANCY ANNOUNCEMENT

United States Probation Officer Assistant
(Temporary, Year-and-a-Day, Benefits Eligible)

Las Vegas, Nevada

ANNOUNCEMENT: 2019-002

NUMBER OF OPENINGS: This announcement may be used to fill one (1) or more positions

TYPE: Temporary, Full-Time, Year-and-a-Day

SALARY RANGE: CL-24 ($40,827 - $64,422)*
CL 25 ($43,362 - $69,415)*
CL 26 ($47,768 - $76,419)*
*Commensurate with experience

OPENING DATE: April 29, 2019

CLOSING DATE: May 20, 2019 or until filled.
Applications reviewed on a rolling basis

SUMMARY
The U.S. Probation Office, District of Nevada, is currently accepting applications for the position of Probation Officer Assistant (POA). The United States Probation Office is part of the Judicial Branch of the Federal government and operates as an independent excepted service agency.

This full-time, temporary position is located in our Las Vegas Office. Depending on funding and District needs, this position may extend beyond its scheduled year-and-a-day. Probation Officer Assistants typically have opportunities to compete for probation officer positions, after obtaining prerequisite experience. This is your chance to have a rewarding career in law enforcement, and with it an opportunity to change lives!

POSITION OVERVIEW
Under the guidance and direction of a supervisory officer, Probation Officer Assistants serve in a law enforcement capacity and are responsible for providing technical support and assistance to probation officers. Responsibilities include, but are not limited to, supervision of persons on probation, parole and supervised release, and preparation of collateral and pre-sentence investigations.

- Conduct pre-sentence investigations, including offense, prior record, and personal/family data. Compile, analyze and evaluate information obtained during investigations.

- Prepare and present pre-sentence reports and sentencing recommendations to the Court. Respond to requests for information and guidance from judicial officers.

- 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.

- Supervise a low-risk caseload and adhere to standards established by judicial policy.
Maintain contact with offenders via telephone, office, community and/or home visits. Refer offenders, as necessary, to outside agencies (e.g., medical and drug treatment facilities).

Provide offenders and defendants with local resources and programs information on employment, GED certification, continuing education, and vocational training. Assist offenders and defendants in integrating into the labor markets.

Utilize evidence-based practices to promote effective interventions to help reduce recidivism.

Initiate contact with, reply to and seek information from organizations and individuals pertaining to offenders’ behavior and conditions of supervision. Detect, investigate and report possible violations and assists in implementing appropriate alternatives and sanctions.

Maintain written record of case activities.

Other duties as assigned based on District needs.

**PREFERRED QUALIFICATIONS [STRONGLY DESIRED]**

Undergraduate degree in criminal justice, criminology, 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. General knowledge of the criminal justice system, knowledge of the practices and procedures used in probation/pretrial services, and relationships among the U.S. Courts, U.S. Parole Commission, Federal Bureau of Prisons, U.S. Attorney’s Office, Federal Defenders Office, and other organizations. Prior case management experience supervising and monitoring offenders.

Demonstrated knowledge, experience and ability to understand and apply legal standards and the human relations expertise necessary to function successfully in the position. Knowledge of evidence-based practice techniques. Experience as a police, custodial or security officer - other than criminal investigative experience, is not creditable.

Candidates must possess the ability to communicate effectively with individuals from diverse backgrounds; exercise sound reasoning and good judgement; identify unique problems for resolution and/or referral to probation officer; write reports in a clear, concise and factual manner; and work harmoniously in a team-based environment.

**MINIMUM QUALIFICATIONS**

For a **CL-24**, high school diploma or equivalent, two (2) years of general experience and one (1) year of specialized experience. For a **CL-25**, one (1) year of specialized experience equivalent to a CL-24. For a **CL-26**, one (1) year of specialized experience equivalent to a CL-25.

*General experience* is defined as 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* includes progressively responsible 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 automated software for word processing, data entry or report generation.

**OTHER QUALIFICATIONS**

Applicants must be a U.S. Citizen or legally authorized to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees.
BACKGROUND INVESTIGATION, MEDICAL EXAMINATION AND DRUG SCREENING

If not currently serving as a U.S. Probation/Pretrial Services Officer or Assistant, the selectee 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 a preliminary internal background screening, medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the court. In order to determine employment suitability, selected applicant will undergo fingerprints and an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent upon successful completion of the OPM background investigations. In addition, as a condition of employment, incumbent will be subject to ongoing random drug screenings, updated background investigations every five years and, as deemed necessary 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 officers and 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 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 convicted of committing Federal offenses.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have attained age 37 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 experience subtracted from their age to determine whether they meet the maximum age requirement. Retirement is mandatory at age 57.

BENEFITS

Position offers full benefits to include medical, dental and vision; life and long-term care insurance; retirement system and employer matching contributions; free parking; fitness center; paid vacation and federal holidays.

TO APPLY

We encourage interested and qualified applicants to submit all REQUIRED material as part of their application. Only persons invited for an interview will be contacted by Human Resources.

Please note that the U.S. Probation Office is not authorized to reimburse travel expenses for interviews or relocations. Persons selected for interviews will be required to travel to Las Vegas at their own expense.

Application submissions should include the following:

1) Cover letter;
2) Resume;
3) Form AO-78 (Federal Judicial Branch Application for Employment); and
4) Most recent performance evaluation or letter of recommendation.

ALL requested material is required as part of the application process. Submit applications electronically, as a single .pdf file to: careers@nvp.uscourts.gov

You will receive an automated reply as confirmation of upon receipt of your application.
Based on the volume of applications received, we are not able to provide status updates. You will receive an automated reply as confirmation of upon receipt of your application. **Only applicants invited for an in-person interview will be contacted by Human Resources.** Please note that the U.S. Probation Office is not authorized to reimburse travel expenses for interviews or relocations. Persons selected for interviews will be required to travel to Las Vegas at their own expense.

To learn more about the
U.S. Probation Office, District of Nevada
visit us online at

https://www.nvp.uscourts.gov

*The United States Probation Office is an equal opportunity employer.*

---

*The U. S. Probation Office 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 a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. This announcement may be used to fill one or more vacant positions.*