



Promotional and/or Transfer Opportunity

U.S. Probation Office
District of Nevada
(Las Vegas, Nevada and Reno, Nevada)

Announcement Number	Job Title
2022-05	United States Probation Officer
Number of Openings	Type
1 or more (<i>Duty Station: Las Vegas, Nevada or Reno, Nevada</i>)	Regular, Full-Time
Salary Range (Depending on Experience)	Promotional Potential
\$53,902-\$87,603, CL-27 (Las Vegas) \$64,587-\$105,028, CL-28 (Las Vegas)	To a CL 28 without further competition.
\$52,967-\$86,084, CL-27 (Reno) \$63,467-\$1103,208, CL-28 (Reno)	
Opening Date	Closing Date
April 7, 2022	Open until filled (applications reviewed on a rolling basis)
Apply To	Required Documents
Submit application as a single .pdf file to: careers@nvp.uscourts.gov <i>Applications reviewed on a rolling basis.</i>	For consideration, candidates must submit the following: <ul style="list-style-type: none"> ▪ Summary of background and interest (limit, two pages) ▪ Resume ▪ Two (2) most recent performance evaluations

The U.S. Probation Office, District of Nevada, is currently recruiting **United States Probation Officers for its Las Vegas and Reno offices**. Current U.S. Probation Officers interested in transferring from another district also are welcome to apply. Lateral transfer rules may apply. **CPS Pay Scales - (Las Vegas: Las Vegas-Henderson / Reno: Rest of the U.S.).**

Current COVID-19 vaccination and boosters (or medical/religious exemption from Chief Judge for the District of Nevada) are required for employees of the District of Nevada.

Overview

The District of Nevada has a staff of approximately 55 professionals dedicated to making a positive impact on the lives of others. Our office performs both community supervision and pre-sentence investigations. Depending on staffing needs, positions may be stationed in our main office, headquartered in downtown Las Vegas, Nevada, or our satellite office located in Reno, Nevada.

More than its famous strip which provides endless entertainment opportunities for locals and tourists from all over the world, **Las Vegas, Nevada** also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing), professional sports, and world-class restaurants. Las Vegas is also home to the University of Nevada, Las Vegas and is just a few hours away from beach destinations in Southern California, the Grand Canyon in Arizona, and National Parks and ski resorts in Utah.

Reno, Nevada is an outdoor lover's paradise and a great place to live and work. 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.

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.

Your Work and Caseload

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

Foley Federal Building and Courthouse
300 South Las Vegas Boulevard, Suite 1200, Las Vegas, NV 89101

Bruce R. Thompson Federal Building and U.S. Courthouse
400 South Virginia Street, Room 103, Reno, NV 89501

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.

To support the management of caseloads, probation officers may be provided mobile phones, tablet computers, and government-owned vehicles.

Duties and Responsibilities

Job functions for this position include, but are not limited to, the following:

- Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families; investigating the offense, prior record, and financial status of the offender; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background; to assess the probability of future criminal behavior; to determine profit from the offense, restitution, and the offender's ability to pay fines; and costs of prosecution, incarceration, and supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- Following disclosure of the presentence report to the parties, analyzes objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.
- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and works with appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, as warranted. Serve as a resource to the court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Enforce home confinement conditions ordered by the court and perform home confinement reintegration on behalf of the Bureau of Prisons, as applicable.
- Review and resolve disputed issues involving offenders and present unresolved issues to the court for resolution. Assess risk level of offenders and develop a blend of risk management strategies for behavioral monitoring, restrictions, and interventions.
- Provide offenders with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders through interviewing and gathering appropriate information. Work with offenders toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (such as U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning an offenders' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Other duties as assigned by Chief Probation Officer, Deputy Chief Probation Officer, and/or Supervisory Probation Officer.

Minimum Qualifications

Undergraduate degree from an accredited college in a field of academic study such as 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.

In addition to meeting education requirements, candidates also must have the following:

CL-27	Two 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.
CL-28	Two years of 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 Skillset

Preference may be given to applicants who demonstrate two years of specialized experience and 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.

Availability to work in excess of 40 hours per week, including nights and weekends is required.

Core Competencies (Knowledge, Skills, and Abilities)

The role of a U.S. Probation Officer requires:

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of legal terminology. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Skill in conducting legal research related to varied complex and difficult legal issues while supervising offenders/defendants. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to discern deception and act accordingly. Ability to follow safety procedures.
- Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Judgment and Ethics

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

Information Technology

- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.

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<https://www.nvp.uscourts.gov>

***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 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 six (6) months of this 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. Only candidates invited to interview will be contacted by Human Resources.