



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION AND PRETRIAL SERVICES

VACANCY ANNOUNCEMENT

PROBATION OFFICER ASSISTANT

02-UTP-21

OPEN DATE: JANUARY 27, 2021

CLOSE DATE: FEBRUARY 17, 2021

The Office of Probation and Pretrial Services is accepting applications for the full-time position of Probation Officer Assistant. The position is a Court Personnel System classification level 23 with a starting salary of \$40,770 annually. This position has promotional potential up to a CL26 without further competition. This position will be located in the Salt Lake City, Utah office. More than one position may be hired from this selection process.

POSITION OVERVIEW

Probation Officer Assistant, under the direction and guidance of a supervisor or probation officer, provides casework services to federal defendants and those under supervision who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole and supervised release. The Probation Officer Assistant assists with supervising lower risk cases, compiling information for investigations, coordinating with collateral agencies, writing reports and correspondence, attending court hearings, and maintaining files and case records. Irregular working hours, including weekend work, may be required to support the Court, defendants, and people under supervision. In-state and out-of-state travel may be required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Under the guidance and direction of a Probation Officer and/or Supervising Probation Officer:

- Supervise selected caseloads of persons under supervision, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Interview those individuals under supervision and their families, investigate offense(s), prior record, and financial status of the individual. Contact law enforcement agencies, attorneys, victims of the crimes, schools, churches, civic organizations, and obtain pertinent supporting documentation for the purpose of preparing investigations.
- Assist Probation Officers with investigation, analysis, and evaluation of all types of investigations. Type all correspondence, reports, and notes. Prepare and complete investigations as assigned and maintains case file that contains pertinent supporting documentation.
- Organize information regarding clients subject to electronic monitoring, and clients on the low-risk and inactive caseloads.
- Conduct record checks on all available automated systems and obtains pertinent supporting documentation.
- Following disclosure of the presentence report to parties, analyzes any objections and makes recommendation to Probation Officer and/or Supervising Probation Officer as to the appropriate course of action.
- Schedule and collect urine samples from those individuals under supervision of the same gender and maintains appropriate records thereon. Testify, by court order, to the validity of urine testing results and explains in technical terms the procedure of analysis.
- Testify at violation proceedings before the Court.

- Report all hazardous incidents encountered in the course of duty to the Chief Probation Officer, the Court, and Office of Probation and Pretrial Services, as appropriate.
- Research services for clients in the community and assists to procure services and coordinate with service providers.
- Maintains a detailed written record of case activity. Is responsible for such case records as are required by the Court, Administrative Office of the US Courts and the Chief Probation Officer.
- Completes other duties as assigned.

QUALIFICATIONS & REQUIREMENTS

MINIMUM QUALIFICATIONS

- CL23 - must possess a high school degree or equivalent and two years of general experience

General experience is progressively responsible administrative, 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 is 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 automated software and equipment for word processing, data entry or report generation.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with at least two years of specialized experience and/or a bachelor's degree from an accredited college or university in a field of study such as criminal justice, criminology, psychology, sociology, human relations, or other closely related field. The ability to speak and read Spanish is preferred.

CANDIDATES MUST ALSO DEMONSTRATE

- Ability to represent the Probation Office in a professional manner and support the mission of the Probation Office in all aspects of the position
- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes persons under supervision, law enforcement, and collateral agency personnel at different government levels, and community service providers
- Ability to think through, analyze, and interpret written communications
- Strong organizational skills and attention to detail

PERSONAL CHARACTERISTICS

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds.

PHYSICAL REQUIREMENTS & MAXIMUM ENTRY AGE/OTHER CONDITIONS OF EMPLOYMENT

The duties of Probation Officer Assistants require investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment, and control of these individuals under supervision, these duties could require moderate to arduous physical

exercise, including prolonged period of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers may 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, officers must be physically capable of effectively performing these duties and are subject to fitness for duty examinations. 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.

First-time appointees to positions covered under federal law enforcement retirement provisions must **not** have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Federal Employee's 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. State or local law enforcement time in service is not creditable.

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 then be appointed provisionally, pending favorable suitability determination by the court. The incumbent must successfully complete a ten-year background investigation conducted by the Office of Personnel Management. 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.

Law enforcement retirement provisions require mandatory separation once an employee meets age and service requirements (age 57 with at least 20 years of qualifying service). The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers and officer assistants are available for public review at: <https://www.uscourts.gov/>.

SALARY & EMPLOYEE BENEFITS

The entry salary for this position is at CL23-25 (\$40,770– \$44,528) depending on education and length of relevant experience. The position falls within the Judicial Branch of the U.S. Government and the benefits include participation in health, dental, vision, life and long-term care insurance programs, FERS-FRAE retirement system, tax-deferred saving plan, holiday and leave accrual, and periodic salary increases. This position is subject to mandatory direct deposit participation for payment.

APPLICATION INSTRUCTIONS

Qualified candidates are invited to submit:

1. Letter of interest
2. Detailed resume including education, previous employment, and salary history
3. A written response to the application question below (no one more than two pages)
4. Application for Judicial Branch Employment (AO78)

APPLICATION QUESTION:

1. Please describe in detail why you seek this position and address your skills and attributes that make you qualified for this position.

The [application form](http://www.utd.uscourts.gov) (AO78) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages must be received by Monday, February 17, 2021. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applications selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver by February 17, 2021 to:

**United States District Court
Attention: Human Resources
Probation Officer Assistant
351 South West Temple
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER