

# Transfer Opportunity

## U.S. Probation Northern District of FL

- **Position:** United States Probation Officer
- **Vacancy Number:** FLNP 20-01
- **Target Audience:** Current United States Probation & Pretrial Services Officers\*
- **Location:** Tallahassee♦Pensacola♦Panama City\*\*
- **Date Posted:** February 1, 2020
- **Date Closing:** Open until filled.

Applicants responding prior to February 29, 2020, will receive first consideration.

\*\*Anticipated...exact location to be determined.

\*Position is placement/promotion eligible between

CL 25 to CL 28 (RUS) without further competition.

(LEO Career Ladder).



## COURT PREFERRED SKILLS

(1) Excellent oral and written communication skills

(2) Computer proficiency

(3) Unquestioned integrity

(4) Ability to conduct investigations of cases and make sound evaluations and recommendations

(5) Utilize evidence-based practice (EBP) principles in making decisions and leading others

(5) A history that demonstrates strong organizational skills and the ability to effectively meet deadlines

(6) Ability to perform effectively in a team-oriented work environment

- **Representative Supervision Duties** - Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment as necessary. Develops and implements supervision plans. Contacts offenders through office and community visits and by telephone. Investigates employment/sources of income, lifestyle and associates, which will help to assess risk and compliance factors. Responsible for detection of substance abuse and implementing the necessary treatment or violation proceedings of appropriate offenders. Communicates with other organizations and persons concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at revocation hearings.
- **Representative Pretrial Duties** - Conducts pretrial investigations concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of their impending offense. Gathers comprehensive, factual information, which requires interviewing offenders and their families, as well as investigating prior record and financial status of the offender through collateral sources (such as arresting authorities, U. S. Attorney's Office, family and community members). Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format. Supervises defendants while on bond to maximize adherence to imposed conditions of bond, reduce risk to the community, and to provide correctional treatment as necessary.
- **Representative Investigation Duties** - Investigates, prepares reports, and makes recommendations for sentencing of individuals in the court, which requires interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. 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. Analyzes any objections to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the court for resolution.

## Application Procedures

Packets should include the following:

- (1) Cover letter that supports your work experience .
- (2) Resume .
- (3) Name, address, and telephone number of three professional references.
- (4) Two most recent performance evaluations.
- (5) Latest SF 50 Notification of Personnel Action.

- Application packets should be sent via email as **one** PDF document to: karen\_cooke@flnp.uscourts.gov. The subject line should state "Probation Officer Application FLNP 20-01."
- Receipt will be acknowledged by the Human Resources Department by return email.

### **Disclosures:**

- Applicants selected for interview must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.
- All United States Probation and Pretrial Services Officers are subject to random workplace drug testing after appointment, as well as periodic updates of background investigations and favorable suitability determinations.
- The United States Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice.

**The Northern District of Florida is an Equal Opportunity Employer**