

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

GENNINE A. HAGAR
CHIEF UNITED STATES PROBATION OFFICER



E. BARRETT PRETTYMAN U.S. COURTHOUSE
333 CONSTITUTION AVENUE, N.W., SUITE 2700
WASHINGTON, D.C. 20001-2866
TELEPHONE (202) 565-1300

Announcement Number: 09-DC-04

Position Title: UNITED STATES PROBATION OFFICER (CL-28)

Salary Range: \$58,476 - \$95,037
(Depending upon qualifications and experience)

Hiring Commitment: 5-year commitment to the United States Probation Office for the District of Columbia is required

Position Location: Washington, D.C.

Who Can Apply: Open to all qualified sources. English and Spanish fluency required.

Open Date: March 9, 2009

Closing Date: Open Until Filled

How to Apply: To be considered for this “at will” position, applicants must submit the following:

- ▶ Cover letter (*Please indicate whether you are fluent in both English and Spanish.*)
- ▶ Written narrative addressing the Quality Ranking Factor
- ▶ AO-78, Application for Judicial Branch Federal Employment (can be downloaded from www.uscourts.gov)
- ▶ Copy of your last two evaluations, if unavailable, please explain in your cover letter
- ▶ Official College Transcript

Incomplete applications will not be returned, retained, or considered. Only one application per candidate will be accepted for this announcement. **Interviews will be conducted in both English and Spanish.**

Please submit application materials to the attention of:

Gennine A. Hagar, Chief
United States Probation Officer
333 Constitution Avenue, NW, Suite 2700
Washington, DC 20001-2866
Reference Announcement: #09-DC-04

QUALITY RANKING FACTOR: Applicants must submit a one to three-page narrative statement addressing the following factor (**Mandatory**):

Why should we hire you as a United States Probation Officer?

DUTIES AND RESPONSIBILITIES:

- Conduct investigations and prepare reports for the Court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources.
- Enforce Court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and 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 implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants. Respond to judicial officer's request for information and advice. Testify in Court as to the basis for factual findings and (if warranted) guideline applications. 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. Responsible for enforcement of home confinement conditions ordered by the Court, and perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Other duties as assigned.

JOB REQUIREMENTS:

- United States Citizenship is required for consideration for this position.
- Knowledge of the roles and functions of the federal probation and/or pretrial services offices. Knowledge of the roles, responsibilities, and relationships among the federal Courts, U.S. Parole Commission, U.S. Marshal's Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of federal law and the criminal justice system. 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 negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. 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, related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions to their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to discern deception and act accordingly.
- Skill in communicating (orally and in writing in **English and Spanish**) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing in English and Spanish) 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.
- 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. Skill in interpreting and analyzing data from a variety of investigative databases.
- Travel is required.

QUALIFICATIONS: To be considered for this position, candidates must possess at least a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required for all probation or pretrial services officer position.

In addition, candidates must possess at least three years of specialized experience. Specialized experience, gained after completion of a bachelor's degree, may include such fields as probation,

pretrial services, parole, correctional case management, social work, or work in substance abuse/addiction treatment. Experience solely as a police, custodial, or security officer is not creditable.

Only the most qualified candidates will be interviewed.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, an onsite physical fitness facility, public transportation vouchers (MetroChek), and an employee recognition program.

CONDITIONS OF EMPLOYMENT: Prior to appointment, the individual considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the individual may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, individual will be subject to background investigations and updated background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov/>.

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 37 or over who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) 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.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia.