



**United States Probation Office  
District of Colorado  
1929 Stout Street  
Denver, Colorado 80294**

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### **Employment Opportunity**

The United States District Court for the District of Colorado is accepting applications for the position of Probation Officer. The U.S. Probation Office for the District of Colorado includes four offices: Denver (headquarters), Colorado Springs, Grand Junction and Durango. At least one opening is expected and this recruitment may also be used for potential future openings in any district location.

**Announcement Number: 2014-07-USPO**

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**Position Title: United States Probation Officer  
Full-Time Permanent Position**

**Location: Denver, Colorado**

**Salary range: Court Personnel System (CPS CL 25/27/28)**  
**CL 25 \* \$42,855 – 68,584**  
**CL 27 \*\* \$49,760 – 80,929**  
**CL 28 (1 – 61)\*\*\* \$59,649 – 96,993**

\* Pay table 88 – starting salary dependent on qualifications.

\*\* Pay table 58 – starting salary dependent on qualifications.

\*\*\* Pay Table 58 – CL 28 is future promotion without further competition.  
(Current USPO offered as a lateral transfer.)

**Location: All Other Office Locations in Colorado**

**Salary range: Court Personnel System (CPS CL 25/27/28)**  
**CL 25 \* \$39,931 – 63,904**  
**CL 27 \*\* \$46,365 – 75,407**  
**CL 28 (1 – 61)\*\*\* \$55,579 – 90,375**

\* Pay table 31 – starting salary dependent on qualifications.

\*\* Pay table 01 – starting salary dependent on qualifications.

\*\*\* Pay Table 01 – CL 28 is future promotion without further competition.  
(Current USPO offered as a lateral transfer.)

**Opening Date:** August 21, 2014

**Closing Date:** Open until filled; Preference given to applications received by September 5, 2014, at 5 p.m. mountain time

**Area of consideration:** Residents of State of Colorado  
Current U.S. Probation/Pretrial Employees -- Nationwide

The Court reserves the right to cancel and/or modify this position announcement as needed.

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## **Position Overview:**

The probation officer, as an investigative, sentencing and supervision professional, is responsible for providing meaningful assistance to the court in its deliberations and decisions concerning criminal offenders, and ensuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission or military authorities. The incumbent(s) will be responsible for supervision of defendants/offenders or for preparation of presentence and/or pretrial services investigations for the court.

Successful applicant 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.

The U.S. Probation Office's mission is to make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all. As a partner in the national federal probation system, the office is guided by a Charter for Excellence and the desire to ensure that each member of the team has an opportunity to develop their skills to their highest capability.

## **Representative Duties**

Conducts investigations, prepares reports for the court and makes recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal crimes. The preparation of these reports may require interviewing defendants and their families; investigating the offense; investigating the prior criminal record and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims, churches, and civic organizations. The purpose of these activities is to obtain information about the defendant's background; to assess risk; to assess the appropriateness of detention or release pending trial; to assess the probability of future criminal behavior; and to determine the amount of loss and the defendant's ability to pay monetary penalties, including restitution, fines and costs of prosecution. An integral part of the sentencing 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 any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents bail or presentence reports and makes release or 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 release decision or imposition of sentence.

Supervises defendants to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. Maintains personal contact with defendants through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Refers defendants to appropriate outside agencies for counseling, treatment, employment assistance and training. Collects and conducts urine screens on defendants and offenders as needed. Evening and weekend work is required for supervision activities.

Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Federal Bureau of Prisons, and attorneys concerning defendants' behavior and conditions of supervision. Detects and investigates violations and implements appropriate response. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

**Minimum Qualifications:**

Completion of 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 or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required for all probation officer positions. Three years specialized experience is preferred.

**Specialized Experience:** 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/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**MAXIMUM ENTRY AGE AND PHYSICAL REQUIREMENTS:**

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of the appointment. Applicants 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

The duties of probation officers 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 control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. 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 suspected or convicted of committing Federal offenses. Travel within the state is required. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

### **CONDITIONS OF EMPLOYMENT:**

If not already serving as a U.S. Probation/Pretrial Services Officer or Assistant, prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening and background investigation. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

Due to the nature of duties performed by the probation office, applicants will be subject to a government background investigation. Officers may be appointed provisionally pending a clear background investigation. The selected candidate must successfully complete a ten year background investigation. This investigation includes an FBI fingerprint and background check, and retention in the position will depend upon a favorable suitability determination.

U.S. Probation and/or Pretrial Services Officers transferring to another district are not required to undergo a medical examination, drug testing, or the background investigation. However, all applicable records for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at their discretion, request drug and/or medical testing be conducted, if through direct observation or objective evidence, finds an officer is unable to perform the essential functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

In addition, as continuing conditions of employment, the incumbent will be subject to ongoing random drug screening, a re-investigation every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements for probation officers, pretrial services officers, and officer assistants are available for public review at the [USCourts.gov](http://USCourts.gov) web site under Officer and Officer Assistant Medical Requirements.

### **Out of District Specialized Training**

If not already serving as a U.S. Probation/Pretrial Services Officer, prior to appointment in this district, newly appointed officers to the position of U.S. Probation Officer will be required to attend a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, S.C.

**Application Process:**

- **Current resume outlining how you meet minimum qualification standards and specialized experience**
- **U.S. Courts Application form (AO-78), found at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under Employment Opportunities link on left margin of home page.**

If selected for an interview, applicants will be required to present copies of college transcripts. In addition, any previous or current U.S. Probation/Pretrial employees selected for interviews will be required to submit a copy of their last performance evaluation and Notification of Personnel Action (SF50).

If all materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

Human Resources Division - District of Colorado  
Announcement 2014-07-USPO  
1929 Stout Street, Suite C-102  
Denver, CO 80294  
Telephone: 303-335-2494

U.S. Courts Application form and resume accepted by mail to address above,  
by fax at 303-335-2495,  
or by email at [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov) (materials to be submitted as pdf attachment only.)  
Application documents from any File Hosting Service (Google Docs, DropBox, etc.) will not  
be accepted.

**\*\* Please indicate Announcement # 2014-07-USPO  
on fax cover sheet or in subject line of email \*\***

## **Information for Applicants**

Only qualified applicants satisfying required qualification standards as specified in the vacancy announcement will be considered for an interview for this position.

If this application process is open to internal and external candidates: All applications received will be evaluated as one pool of applicants in review of employment experience, education, knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement. Applicants selected for interviews will be subject to a skills assessment process.

Applicants that do not submit all required materials, as stated in the How to Apply section of the vacancy announcement, will be evaluated solely on the information available and may not receive full consideration or may not be considered eligible.

This vacancy may be cancelled without notice, multiple positions may be filled from this vacancy, and additional positions may be filled within 6 months of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the court unit executive. An internal reassignment opportunity announcement does not preclude a future external posting of the same position if determined necessary by the Court Unit Executive.

Promotional potential for positions as indicated on the announcement are based on successful performance, consistently meeting expectations of the position when evaluated through the performance management plan, and overall accretion of duties and responsibilities. The promotional potential is not considered a vacancy but is considered a career ladder strategy and will therefore not require further competition.

Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive.

Promotional actions are earned and are not to be considered as entitlements.

Please see [www.cod.uscourts.gov](http://www.cod.uscourts.gov) for overview of federal benefit package.

Electronic Funds Transfer (direct deposit) of pay is required.

Telework options are based on the court unit's local policy, court needs, and established guidelines.

As a condition of employment, the selected candidate must successfully complete a background check or investigation. Retention in the position will depend upon a favorable suitability determination. Employment will be considered provisional until background check is completed and favorable suitability is determined.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility\_status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

The federal courts are Equal Employment Opportunity employers.