



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA
Orlando, FL**

**U.S. Probation Officer Assistant
No. 2017 - 15**

\$41,455- \$51,414 (CL 25/1- CL 25/25)*

Opens: **October 3, 2017** Closes: **October 20, 2017**

Position Overview:

The Orlando Division has an opening for a Probation Officer Assistant. Probation officer assistants, serve in a judiciary law enforcement position, and provide technical support and assistance to probation officers in a wide range of areas, including assisting with compiling information for investigations; assisting with and supervising defendants and/or offenders; preparing and drafting reports and correspondence; and similar duties.

Representative Duties:

- Assists officers in the performance of investigations (i.e., collaterals, presentence, postsentence, prerelease, etc.). Provides technical assistance, gathering and verifying background information, in support of preparation of presentence reports.
- Conducts records checks, to include using, various automated systems for case reviews, collaterals and other investigations.
- Visit or contacts various local, state, and national law enforcement and regulatory agencies to collect and record information.
- Under the direction of the supervisor, supervises a select caseload of offenders. Initiates personal contact with offenders through office, community, and custody contacts and by telephone to obtain current and background information and to conduct interviews.
- Collects urine on offenders of the same gender and maintains written chronological records.
- Maintains files and case records as required.
- Performs other assigned duties based on the needs of the division.

Qualifications: Must be a high school graduate or equivalent with two years of specialized experience. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of keyboard skills and

use of specialized terminology which demonstrated the ability to apply a body of rules, regulations, directives, or laws.

Valid driver's license is required.

Court Preferred Skills: Bachelor's degree. Applicants must possess excellent oral and written communication skills. Proficiency in typing and computer usage is highly desirable. Strong problem resolution skills with ability to meet recurring deadlines.

Desirable Personal Characteristics:

The successful candidate must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Incumbent must be a perennial learner with the desire to be an expert in our changing field.

Physical Requirements and Maximum Entry Age: On a daily basis, these officers face unusual 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. Due to the potential danger posed by these offenders, applicants must be in top physical and mental condition, including good distance vision, physical dexterity and stamina, and the ability to work effectively in stressful situations.

As provided for in the Federal Employee's Retirement Act of 1986 (hazardous duty provisions), first time appointees to a covered law enforcement position must not have reached his or her 37th birthday at the time of appointment. The position allows for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.

Conditions of Employment: All selected candidates for appointment as an assistant probation officer will be required to undergo a thorough background investigation, pre-employment drug testing and a medical examination. 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. In addition, as conditions of continued employment, the incumbent will be subject to ongoing random drug screening, updated background reinvestigation every five (5) years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluation.

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

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- TSP (similar to a 401K)
- Minimum of 10 paid holidays
- Salary progression based on acceptable performance

- Mandatory Electronic Fund Transfers

Application Procedure:

Candidates must submit a cover letter, application, and resume to:

U.S. Probation
HR Manager (#2017-15)
3036 S. Falkenburg Road
Riverview, FL 33578

To obtain a copy of the application, copy and paste this link into your browser.

<http://www.flmp.uscourts.gov/sites/flmp/files/application.pdf>

Only qualified applicants will be contacted. The position(s) will be filled in accordance with the Employment Dispute Resolution Plan (EDR) as adopted by the United States District Court for the Middle District of Florida.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.