



## UNITED STATES PROBATION OFFICE MIDDLE DISTRICT OF FLORIDA

### VACANCY ANNOUNCEMENT

No. 2019-08

#### United States Probation Officer

CL 26-CL 28 - \$47,208 - \$96,999 \*

#### Middle District of Florida

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history. Promotion potential to CL 28 for the successful candidate hired below CL 28 based on performance and funding.

#### **Position Overview:**

Conduct investigations and prepare reports for the United States District Court, the United States Parole Commission, and the Federal Prison System, regarding the background and activities of offenders charged with, or having been found guilty of federal offenses; provide field supervision and counseling services to offenders in the community.

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.

**Qualifications:** Qualifications for United States Probation Officers are prescribed and set forth by the Judicial Conference of the United States. Candidates must have a bachelor's degree from an accredited college or university in fields of study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration and at least two years of specialized experience to qualify at the entry level of CL26. Specialized experience is described as progressively responsible experience gained after completion of the 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 investigation experience, is not creditable.** Completion of a relevant master's degree (or Juris Doctorate) or completion of one (1) academic year (30 semester or 45 quarter hours) of graduate education in a closely related field of study may substitute for one (1) year specialized experience.

**All qualification requirements must be met when application is filed.**

#### **Court Preferred Skills:**

- Applicants must possess good writing and oral communication skills.

- Knowledge of Evidence Based Practices, risk and needs principles.
- Proficient in computer usage including word processing and database applications.
- Unquestioned integrity.
- The ability to exercise initiative in handling problems encountered while performing assigned duties.
- A demonstrated history of strong organizational skills and the ability to effectively meet deadlines.
- The ability to perform in a team oriented work environment.
- Ability to work under tight deadlines in a fast paced and challenging environment.

**Physical Requirements and Maximum Entry Age:** 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 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.

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 a 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 investigation 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 lawful permanent resident actively 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 an application, resume, and signed copies of two most recent performance evaluations. To obtain a copy of the application, click or paste this link into your browser address bar. <https://www.flmp.uscourts.gov/sites/flmp/files/application1v3.0.pdf>

Application packet should be mailed to:

U.S. Probation  
HR Manager (#2019-08)  
3036 S. Falkenburg Road  
Riverview, FL 33578

Due to the volume of applications received, only qualified applicants will be contacted and scheduled for the writing skills assessment. Incomplete applications will not be returned, retained, or considered. 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.