

UNITED STATES DISTRICT COURT District of Nebraska

Position Announcement No. 16-05

Position: Probation and Pretrial Services Officer Assistant
Location: Omaha, Nebraska
Starting Salary: CL 25/21* \$48,967
Salary Range: \$48,967 - \$65,296
Opening Date: Friday, June 3, 2016
Closing Date: Sunday, June 26, 2016
Career Opportunity: CL 26/61

*Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

Position Overview

Position Overview - General Duties:

- Supervise a caseload of low-risk/administrative pretrial and or/post-conviction supervision cases, which will include: completing risk assessments, case plans, making collateral contacts, supervising defendants and/or offenders on location monitoring/GPS, making collateral contacts, and reporting non-compliance to the court.
- Assist officers in completing investigations of all types for the district and other districts (i.e., collateral, pre-plea, pretrial, presentence, post sentencing, violations, etc.).
- Contact various local law enforcement, regulatory agencies and treatment providers to collect and record information for all types of investigations.
- Attend court hearings relative to pretrial and/or post-conviction supervision matters, provide information to the court and testify when necessary.
- Collect urine specimens on defendants and offenders of the same gender and maintain appropriate related records.
- Assist with the DNA collection process.

- As appropriate, report all hazardous incidents encountered in the course of duty to his/her supervisor, the chief probation and pretrial officer, the court, and the Office of Probation and Pretrial Services for the Administrative Office of the U.S. Courts.
- Handle emergencies in an officer's absence.
- Participate in and contribute to ongoing functional training programs including Officer Response Tactics (at least 9 hours a year).
- If the incumbent is proficient in Spanish or other language, provide assistance/serve as an interpreter for officers and for non-English speaking defendants and offenders or family members at interviews in the office, the field, and in correctional institutions; translating pertinent documents, as necessary.
- Perform other duties as assigned.

Although this is a post-conviction supervision position, the incumbent may be assigned additional or alternative duties in the pretrial or presentence units in the future.

Qualifications

Education:

Applicants must have graduated from an accredited college/university with a bachelor's degree 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 position.

At least one year of specialized experience¹ including at least one year equivalent to work at the CL-25 level. Candidates must display computer proficiency. Attention to detail and "follow through" are critical to this position.

Additional preferred knowledge:

- The criminal justice system and community corrections;
- U.S. Probation and Pretrial Services/U.S. Parole Commission requirements, policies, and procedures;
- *U.S. Sentencing Guidelines* and applicable case law;

¹Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for work processing, data entry or report generation.

- Investigation and supervision/caseload management techniques;
- The roles, responsibilities and relationships among the U.S. Courts, U.S. Parole Commission, Bureau of Prisons, and related criminal justice agencies;
- Bilingual (English/Spanish) skills preferred.

Additional preferred skills:

- Work with all levels of law enforcement, other courts, and community agencies;
- Apply various statutes and implement regulations;
- Communicate clearly and concisely, both orally and in writing, with a diverse group of people, including judges, attorneys, law enforcement officers, therapists, defendants and offenders;
- Perform the pretrial, presentence investigation, and post-conviction supervision responsibilities previously listed;
- Discern deception, assess risk, and develop appropriate controlling and corrective interventions in response to defendant and offender non-compliance;
- Counsel defendants and offenders to attain and maintain compliance with the conditions of their release, assist with defendant/offender ambivalence and resistance, and facilitate positive change;
- Attain and maintain proficiency in officer response tactics and the use of force continuum.;
- Utilize evidence-based assessment tools to determine a defendant's or offender's risk and needs for community supervision and identifying substance abuse issues;
- Use Motivational Interviewing techniques;
- Facilitate cognitive thinking groups;
- Work with various automation applications and devices.

Physical requirements and background investigation:

The duties of probation and pretrial services officer assistants are considered hazardous duty as they require the investigation and management of criminal defendants and offenders who present a physical danger to officers and to the public. Supervision, treatment, and control of these defendants/offenders requires moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and the use of officer response tactics. On a daily basis, officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with committing federal offenses. Because officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically able to perform assigned duties.

Applicants must have good vision and normal hearing ability. Any severe health problems may disqualify an applicant. Prior to appointment, the selectee for this position will undergo a medical examination and drug screening. Upon successful

completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the court. As conditions of employment, the incumbent will be subject to ongoing random drug screening, an updated background 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 and essential job functions derived from the medical guidelines for pretrial services officer assistants are available for public review.

<http://jnet.ao.dcn/policy-guidance/guide-judiciary-policy/volume-12-human-resources/ch-5-employment/appx-5h-medical-qualification-standards-guidelines-and-essential-job-functions>

Maximum age for employment:

Persons selected for these positions must not have reached their 37th birthday at the time of appointment (Federal Judicial Conference Resolution, March 1987, Amended March 1991). Exception: Applicants 37 years of age or older with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System may be eligible for appointment.

Application Process

Applicants must submit an application package composed of:

- A cover letter.
- A detailed resume that includes full educational background; continuing education; legal training; alcohol/drug/mental health, or employment certifications; experience working with sex offenders; location/electronic monitoring and/or GPS technology; cybercrime, evidence-based practices; assessment tools; facilitation/presentation skills; second language/sign language proficiencies; law enforcement/institutional or community work; military service; management/leadership experience; community service/civic involvement; work with under-represented populations; academic/professional publications; and internships.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>
- A PDF of the completed application package. Application packages not received in PDF format will be considered incomplete.

Send the completed application package to: USDCHR@ned.uscourts.gov

Incomplete application packages and applications received after the closing date will not be considered.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check and financial credit check. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a ten-year background investigation with law

enforcement agencies, including fingerprint and criminal record checks (and a re-investigation every five years thereafter). An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#), which is available upon request. Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Chief Probation and Pretrial Services Officer reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan, federal health insurance program, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

The United States District Court is an Equal Opportunity Employer