

UNITED STATES PROBATION AND PRETRIAL SERVICES
DISTRICT OF NEW MEXICO



JOB VACANCY ANNOUNCEMENT
No. 17-02

<u>POSITION:</u>	United States Probation and Pretrial Officer Assistant
<u>LOCATION:</u>	District of New Mexico, Gallup Divisional Office
<u>STARTING SALARY:</u>	CL 25 \$40,802 - \$50,600 (DOE) with Non-Competitive Promotion Potential to CL 26 after One-year
<u>OPENING DATE:</u>	November 3, 2016
<u>CLOSING DATE:</u>	November 30, 2016--Close of Business 5:00PM <u>or</u> Until Filled

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office for the District of New Mexico is currently accepting applications for a Probation and Pretrial Officer Assistant located in the Gallup Divisional Office.

REPRESENTATIVE DUTIES:

Pretrial Services:

The incumbent gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family and community members. Also uses law enforcement automated criminal records systems to obtain and verify information. Drug testing and substance abuse assessments are performed. This information is evaluated and presented in a report format to a judge prior to the initial hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, the incumbent considers prior convictions, ability of the defendant to post bond, community ties, possibility of substance abuse, and the risk of flight as well as the degree of danger to the community. Performs other duties as assigned.

The incumbent supervises those defendants that are released, when required. Makes regular telephone contacts, home visits and community contacts as required by the conditions of release and the supervision plan. Ensures that the defendant submits required drug tests. Supervision intervention conducted with the defendant to modify behavior to reduce potential for revocation. Assists those needing medical help, food, shelter and other assistance by referring them to the appropriate community or government agencies. Coordinates and monitors the defendant's contact with community resources.

Presentence Investigations:

The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing

offenders and their families, investigating the offense, prior record, and financial status of offenders, and contacting law enforcement agencies, attorneys, victims of the crime, schools, churches and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution and the offender's ability to pay fines, and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Post-Conviction:

The incumbent may supervise offenders to maximize adherence to court-imposed conditions to reduce risk to the community, and to provide correctional treatment. The incumbent develops a supervision plan and maintains a detailed record of case activity on offenders; maintains personal contact with offenders through community and office visits and via telephone; coordinates and monitors offender's contact with community resources, i.e., substance abuse facilities, counselors, shelters, or employment facilities; and investigates/verifies employment, sources of income, lifestyle, and associates to assess risk and compliance.

Performs other duties as assigned.

POSITION QUALIFICATIONS:

The minimum requirements for consideration as a U.S. Probation and Pretrial Services Officer Assistant, District of New Mexico, at a CL 25 include:

- Completion of a Bachelor's degree from an accredited college or university in a field of academic study (such as social work, criminal justice, criminology, psychology, sociology, human relations, 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.
- One year specialized experience. This means progressively responsible experience, gained 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 that involving criminal investigative experience, is not creditable.
- One year experience at a CL 24.

ADDITIONAL REQUIREMENTS:

- Applicants must not have reached their **37th birthday** at the time of appointment¹ and must be physically capable of performing duties requiring moderate to arduous physical exertion. Any severe health problem may be disqualifying. The position requires mandatory officer safety and firearms training.
- Applicants must be U.S. citizens or eligible to work in the United States.
- Applicants must undergo and clear NCIC, background, financial, and fingerprinting checks.
- Applicants must not use illegal drugs or abuse alcohol or prescription drugs.
- Applicants must possess good multi-tasking skills and have strong interpersonal and verbal communication skills.
- Applicants must be able to travel to divisional offices in New Mexico for periodic work assignments as required.
- Applicants must maintain confidentiality and practice a good work ethic; possess good multi-tasking management skills; have very strong interpersonal/verbal and written communication skills; be a team player; and be flexible in a changing environment.
- Prior to appointment, the successful candidate must undergo and pass a medical examination and drug screening. The candidate may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations 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 the essential job functions are derived from the medical guidelines for probation officers, pretrial services officers and officer assistants, and are available for public review at <http://www.uscourts.gov>.
- Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants to review upon request.

¹This information is pursuant to 5USC 8401(17), stating that Probation Officers must not be over the age of 37 at the time they commence employment. The original ruling became effective July 1, 1987, and was revised on March 12, 1991. This is in accordance with the Hazardous Duty/Law Enforcement Clause as approved by the Federal Judicial Conference.

BENEFITS:

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the Federal Government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time regular employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in a choice of Federal Employees Health Benefits
- Optional participation in dental and vision programs
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan (401K equivalent)
- Credit for prior Federal Government service
- Mandatory electronic deposit of salary payment.

INFORMATION FOR APPLICANTS:

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice. This job announcement may involve filling more than one position described herein. If a subsequent vacancy of the same position becomes available within 90-days of the closing date, the Chief United States Probation Officer has the discretion to select a candidate from the original qualified applicant pool.

- Following initial review of applications, only qualified applicants will be selected for further screening which may consist of a test to measure knowledge, analytical and writing skills. Successful completion of these tests may be followed by an oral interview session.
- Due to the volume of applications received, the United States Probation Office will only communicate to those individuals who will be tested and/or interviewed for open positions.
- Travel and relocation expenses will not be paid.

APPLICATION INSTRUCTIONS:

All applicants must submit a complete application package via email which includes: letter of interest, resume, official college transcripts, any certifications and an AO 78 (Application for Judicial Employment at the following link: <http://www.nmcourt.fed.us/web/PBDOCS/pbindex2.html>).

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The United States Probation is an Equal Opportunity Employer