

UNITED STATES PROBATION OFFICE
DISTRICT OF VERMONT

NOTICE OF VACANCY

*The United States Probation Office for the District of Vermont is accepting transfer applications
for the position of **United States Probation Officer***

POSITION TITLE/STATUS:	U.S. Probation Officer/Full-time Permanent
ANNOUNCEMENT NUMBER:	2015-04
DUTY STATION:	Burlington, Vermont
CLASSIFICATION LEVEL:	Court Personnel System - CL 25/28 (\$40,317 - \$91,275)
OPENING DATE:	March 9, 2015
CLOSING DATE:	April 6, 2015

POSITION OVERVIEW:

The United States Probation Office for the District of Vermont is accepting applications for a full time **investigations** officer located in Burlington, Vermont. Probation officers report to the Chief U.S. Probation Officer or his/her designee. Probation officers serve in a judiciary law enforcement position and promote community safety, gather information, supervise persons on probation, supervised release, and parole, interact with collateral agencies, prepare reports, conduct investigations and present recommendations to the Court.

The United States Probation Office for the District of Vermont is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

The successful candidate will be required to participate in a four (4) week National Training Academy at the Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Respond to judicial officer's requests for information and advice. Serve as a resource to the Court. Maintain detailed written records of case activity. May conduct surveillance and/or plain view seizure at the discretion of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*.

- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assess offenders'/defendants' level of risk and needs, and develop a blend of strategies for controlling and correcting risks.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision.
- Knowledge of and compliance with, [The Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Participate in and contribute to on-going training programs, and have a working knowledge in outcome driven evidence based practices.
- Perform other duties as assigned.

QUALIFICATIONS:

- Qualifications for United States Probation Officers are prescribed and set forth as guidelines by the Judicial Conference of the United States. To qualify at the CL 25 level, candidates must have a bachelor's degree from an accredited college or university.
- To qualify at the CL 27 level, the applicant must have 2 (two) years of specialized experience, including at least one year equivalent to the work at the CL 25 level; or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor Program. **Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not acceptable.**
- Preferred: The 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. Applicant must possess exceptional writing skills and demonstrate strong analytic ability. Progressively responsible clerical, administrative, or technical work experience related to supervision and counseling of persons on parole, probation, or supervised release; preparation of reports or investigations of individuals.

MISCELLANEOUS:

- Physical Requirements and Maximum Entry Age: The duties of probation officers require the investigation and management of convicted offenders who present physical danger to probation officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, probation officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses.
- As provided for in the Federal Employee's Retirement Act of 1986 (hazardous duty provisions), first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. The position currently allows for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.
- As a condition 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 and drug screening. 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 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 evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial officers and officer assistants are available for public view at <http://www.uscourts.gov/fedprob/officers.html>.

APPLICATION PROCEDURES:

Qualified candidates should submit a cover letter, resume, and a completed [AO-78 Application for Judicial Branch Employment](#) (available on our website <http://www.vtp.uscourts.gov/career-opportunities>) via email to: Employment@vtp.uscourts.gov by the closing date. Date of birth and undergraduate GPA **must** be reported on the application form.

Application materials that do not adhere to the procedures above may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained.

A written assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with interview and/or relocation is not authorized.

ADDITIONAL INFORMATION:

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The U. S. Probation & Pretrial Services Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. All applicants must be a U.S. citizen or be eligible to work in the United States. All appointments also subject to mandatory electronic funds transfer. More than the advertised number of positions may be filled with this announcement. The Probation Office reserves the right to reassign an employee to any location within the District of Vermont should the needs of the agency change. Travel within the state may be required.

The United States Probation Office for the District of Vermont
is an Equal Opportunity Employer and values diversity in the work place.