

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***

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<b>POSITION TITLE/STATUS:</b>	<b>U.S. Probation Officer/Full-time Permanent</b>
<b>ANNOUNCEMENT NUMBER:</b>	<b>2020-01</b>
<b>DUTY STATION:</b>	<b>Burlington, Vermont</b>
<b>CLASSIFICATION LEVEL:</b>	<b>Court Personnel System - CL 27-28 (\$51,623 – 100,571)</b>
<b>OPENING DATE:</b>	<b>July 10, 2020</b>
<b>CLOSING DATE:</b>	<b>July 30, 2020 (or until filled) We are hiring for Supervision and Pretrial</b>
<b>WHO CAN APPLY:</b>	<b>Open to all Current U.S. Probation Officers</b>

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**POSITION OVERVIEW:**

The United States Probation Office for the District of Vermont is accepting applications for a full time officer located in Burlington, Vermont. The position is open to current federal probation/pretrial services officers. A U.S. Probation Officer who transfers from another district is not required to undergo a medical examination, drug testing or the initial background investigation. However, all applicable standards for the background investigation apply. The Chief U.S. Probation Officer may, at his discretion, request drug/or medical testing be conducted if, through direct observation or objective evidence, he determines an officer is unable to perform the essential functions as defined in the medical guidelines. Also, at the chief's discretion, the most recent reinvestigation report completed on the officer may be examined.

**POSITION LOCATION:**

The U.S. Probation Office for the District of Vermont offers some distinct advantages:

- A collegial bench that fully supports the mission of the U. S. Probation Office.
- Burlington is "Ranked #2 Among America's 10 Great Places to Live" by Kiplinger's Personal Finance in 2013.
- Burlington is an epicenter of outdoor activity and urban delight. Outdoor activities aren't just hobbies for Vermonters; it's our way of life. Trail-packed woodlands and a locale just a stone's throw away from the best outdoor recreation mountains in the East make Burlington "The Perfect Small City" as National Geographic Traveler so aptly named us! Burlington is also located on Lake Champlain (America's 'Sixth Great Lake') which offers on-the-water fun such as water-skiing, boating, fishing, sailing, and swimming.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES :

- 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 the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, 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.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court. Assess offenders'/defendants' level of risk and develop strategies for controlling and correcting risk management.
- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Serves as resource to the court to facilitate proper imposition of sentence.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court hearings. Conducts other investigations as required. Maintains a detailed written record of case activity.

### 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 27 level, candidates must have a bachelor's degree from an accredited college or university.
- To qualify at the CL 28 level, the applicant must have 2 (two) years of specialized experience, including at least one year equivalent to the work at the CL 27 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, demonstrate strong analytic ability and be able to work collaboratively in a team environment. Progressively responsible clerical, administrative, or technical work experience related to supervision and counseling of persons on probation, or supervised release; preparation of reports or investigations of individuals.

**APPLICATION PROCEDURES:**

Qualified candidates should submit a cover letter and current resume via email to: employment@vtp.uscourts.gov by the close of applications.

Inquiries regarding this posting or the application process should be directed to Chief Michael S. Cusick at Mike\_Cusick@vtp.uscourts.gov.

**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. Travel and relocation expenses will not be paid.*

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