

# CAREER OPPORTUNITY



## UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA

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**POSITION:** U.S. Probation Officer (*More than one position may be filled*)  
**POSITION TYPE:** Full-Time/Permanent  
**VACANCY NUMBER:** 21-01  
**LOCATION:** Oklahoma City, OK  
**DATE POSTED:** October 2, 2020  
**CLOSING DATE:** November 2, 2020  
**SALARY RANGE:** CL 25 – CL 28 (\$42,302 - \$99,762)  
*(If hired at CL 25 or 27, promotion potential to the next level without further competition.)*

Lateral transfers will be considered for this position. A lateral transfer is considered a probation or pretrial services officer's current Classification Level (up to CL-28) and Step from their current pay table to Pay Table RUS. This agency is unable to match locality pay.

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### POSITION OVERVIEW

This position is located in the United States Probation Office for the Western District of Oklahoma. It is a combined probation and pretrial services office.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- 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 defendant, arresting authorities, U. S. Attorney's office, family and community members. Law enforcement automated criminal records systems are used to obtain and verify information. Drug testing and substance abuse assessments are performed.
- Evaluates information and prepares a report to the 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, considers prior convictions, ability of 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.
- Supervises those defendants that are released on bond when required. Makes regular telephone contacts, home visits, and community contacts as required by the condition of release and supervision plan. Ensures that defendant takes the required drug tests. Supervision intervention conducted with 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 governmental agencies. Coordinates and monitors defendant's contact with community resources.

- Notifies the court and the U. S. Attorney of any violations. Prepares petitions and/or reports to the court recommending revocation or modification of conditions of release. Attends court hearings (initial, detention or violations) to provide additional information and to keep abreast of the case status and requirements. Testifies when necessary to support violation reports.
- Conducts investigations and prepares reports for the Courts 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, etc. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior, to determine profit from the offense and any restitution, and to determine the offender's ability to pay fines and costs of prosecution, incarceration, and supervision. An integral part of this process is the interpretation and application of the U. S. Sentencing Commission Guidelines and relevant case law.
- Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions including disputed issues and/or presenting unresolved issues to the court for resolution.
- Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to community, and to provide correctional treatment.
- Maintains personal contact with offenders through office and community visits 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 persons and organizations (i.e., 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 written reports on these violation matters; and makes recommendations for disposition. Testifies at court hearings.
- Conducts preliminary interviews and other investigations as required.
- Maintains a detailed written record of case activity. Is responsible for such case records as are required by the Court, the Administrative Office of the United States Courts, and the Chief Probation Officer.
- Performs such other duties as the Court may require.

## **REQUIRED EDUCATION/EXPERIENCE**

Completion of a bachelor's degree from an accredited college or university with specialization in 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 relation skills involved in the position is required for all probation officer positions.

In addition to meeting educational requirements, applicants must also have specialized experience or meet superior academic achievement requirements. Qualifying experience for the U. S. Probation Officer at the CL-25 requires one year of specialized experience, including at least one year equivalent to work at the CL-23 level or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average.
- Standing in the upper third of the class.
- "3.5" average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology.
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

***OR***

- Completion of one academic year (18 semester or 27 quarter hours) of graduate work in a field of study closely related to the position.

Qualifying experience for the U. S. Probation Officer at the CL-27 requires two years of specialized experience, including at least one year equivalent to 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 (JD) degree.

Qualifying experience for the U. S. Probation Officer at the CL-28 requires two years of specialized experience, including at least one year equivalent to work at CL-27.

Specialized Experience: Progressively responsible experience, gained after completion of a bachelor's degree, in such a field 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 investigative experience, is not creditable.

## **PREFERRED SKILLS**

Completion of an advanced degree in the same areas of study from an accredited university is preferred.

## **MEDICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

- The duties of probation officers and probation officer assistants 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 case management of these offenders, moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and use of self-defense tactics may be required. On a daily basis, these officers face unusual mental 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.

- Because officers must effectively deal with physical attacks and are subject to moderate or arduous physical exertion, applicants must be physically capable. Officers and officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.
- First time appointees to positions covered under law enforcement officer retirement provision must not have reached their 37th birthday at the time of the appointment. Applicants 37 or over who have previous law enforcement officer experience under the Federal Employees' Retirement System or Civil Service Retirement System, and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

### **BENEFITS**

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

### **CONDITIONS OF EMPLOYMENT**

U. S. Citizenship or eligibility to work permanently in the U. S. is required.

Prior to appointment, the selectee considered 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 suitability determination by the court. After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U. S. Probation officer would be ill advised, employment will be terminated. 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 derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>. All employees of the United States Probation Office are required to adhere to the Judicial Code of Conduct.

The successful candidate will be required to participate in a six (6) week National Training Institute at the Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

### **PROCEDURES FOR APPLYING**

Submit an application packet that includes:

- 1) Letter of interest detailing your knowledge, skills and abilities that are relevant to the field of probation, pretrial services, investigations, counseling and case management.
- 2) Resume

- 3) Official academic transcripts
- 4) AO-78 application form. The AO78 application form can be downloaded at [http://www.okwp.uscourts.gov/sites/default/files/forms/ao\\_078.pdf](http://www.okwp.uscourts.gov/sites/default/files/forms/ao_078.pdf).

Application packets may be sent by U.S. mail **OR** by email to:

**By U.S. Mail:**

Human Resources – Vacancy #21-01  
U.S. Probation Office / Western District of Oklahoma  
215 Dean A. McGee Ave, Room 201  
Oklahoma City, OK 73102

**By Email:**

[niki\\_morgan@okwp.uscourts.gov](mailto:niki_morgan@okwp.uscourts.gov)

If sending by email, all documents must be attached as **one** PDF document. The subject line should state “Application 2021-01.”

**Applications must be received by 4:00 p.m. on the closing date. Incomplete materials will not be considered.** All application information is subject to verification. The Probation Office reserves the right to check references and contact former employers and subordinates.

Participation in the interview process is at the applicant’s own expense. Relocation expenses will not be provided.

**Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.**

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.



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