



**United States District Court
Southern District of Ohio**
<http://www.ohsp.uscourts.gov/>

VACANCY ANNOUNCEMENT

Tuesday, January 16, 2024
Vacancy Announcement Number 24-01

U.S. Probation Officer

One or More Positions

Duty Station – Cincinnati

Salary: CL 28 (\$72,451-117,792) *

*Depending on Qualifications

Closing date: Thursday, February 15, 2024, at 11:59pm

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and a completed Application for Judicial Branch Federal Employment (form AO 78, available on the website).

This position is located in the Probation Office of the United States District Court. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise individuals under Court imposed supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court.

DUTIES AND RESPONSIBILITIES:

- Conduct investigations and prepare reports for the Court with recommendations, which requires interviewing individuals 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. Track legal developments, and update staff and the Court.
- Enhance court-ordered supervision components and implement supervision strategies. Assess level of risk and develop a blend of strategies for controlling and correcting risk management. Maintain personal contact with individuals under supervision. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection, following established procedures and protocols. Maintain records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in Court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction 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. Responsible for enforcement of home confinement conditions ordered by the Court and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning the behavior of individuals under supervision and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at Court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

QUALIFICATIONS:

Required Education: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all Probation Officer positions. An advanced degree is preferred.

Required Experience: The successful applicant must have two years of specialized experience, including at least one year equivalent to work at the CL-27.

Specialized Experience: The successful applicant will have progressively responsible experience, gained after completion of a bachelor's degree, 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 any criminal investigative experience, is not creditable.

Medical Requirements and Maximum Entry Age: The duties of Probation Officers 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 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, 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 to arduous physical exertion, applicants must be physically capable. Officers 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 provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' 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. The medical requirements and essential functions derived from the medical guidelines for Probation Officers are available for public review at <https://www.uscourts.gov/>.

Benefits:

Please review the extensive federal benefits on the United States Courts website: <https://www.uscourts.gov/careers/benefits>

Conditions of Employment:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

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. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of continued employment, the incumbent will be subject to

ongoing random drug screening, updated background investigations every five (5) years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The U.S. Probation Office reserves the right to reassign an employee to any location within the Southern District of Ohio should the needs of the agency change. Travel within the state may be required.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

The United States District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.