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**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA**

Position Title: U.S. Probation Officer Assistant
Position Type: Full-Time/Permanent
Announcement Number: FY16-05
Location: Tulsa, Oklahoma
Opening Date: May 17, 2016
Closing Date: May 31, 2016
Starting Annual Salary Range: 26/1 (\$44,937.00) - 26/3 (\$45,836.00)
Depending on specialized experience and education
Promotion Potential to CL 27

The U.S. Probation Office serves the U.S. District Court in the Northern District of Oklahoma. The District serves 11 counties and consists of four active district judges, one senior district judge, and three full-time magistrate judges. The Probation Office consists of 31 employees, including the Chief, Deputy Chief, Assistant Deputy Chief, and three Supervisory Probation Officers.

Summary

Probation Officer Assistants (POAs) serve in a judiciary law enforcement position under the direction and guidance of a supervisor to provide casework services to federal defendants and those under supervision. The POA primarily assists with supervising low risk cases, compiling information for investigations, coordinating with collateral agencies, writing reports and correspondence, attending court hearings, and maintaining files and case records.

Representative Duties

- Under the guidance of a supervisor, supervise selected caseload of defendants and/or offenders, which may include placing telephone calls, making office contacts, and community/field contacts. Maintain case files and records, as well as detailed chronological records of activity.
- Assist officers in the performance of all investigations (i.e., collaterals, pretrial, presentence, prerelease, and supervision). Visit or contact various local, state and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of required reports.
- Under the guidance of a supervisor, respond to judicial officers' requests for information and testify in court, as needed. Facilitate, monitor, and enforce court orders. Run records checks through local and national databases and files.
- Collect and conduct urinalysis tests on the person under supervision and maintain appropriate detailed records. Inform officers regarding tests results, maintain chain of custody of urinalysis testing materials.
- Other duties as assigned by the Chief, Deputy Chief, and/or the Assistant Deputy Chief.

Minimum Qualifications

Candidates are required to be high school graduates or equivalent and possess a minimum of one year of specialized experience. A Bachelor's Degree from an accredited college/university, in a field of study involving criminal justice, psychology, sociology, human relations, business or public administration, or any of the behavioral sciences is preferred.

Specialized Experience

Specialized experience is defined as progressively responsible experience which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Criminal investigative experience is preferred.

Other Requirements

Candidate must have sufficient computer skills to be able to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology; good written and verbal communication skills; knowledge of the practices and procedures used in probation services; and, knowledge of legal terminology. In addition, must have the ability to organize, prioritize, compile and summarize work within established time frames. Given the professional nature of the position may be required to work, at times, in excess of 40 hours per week including nights and weekends without additional compensation.

Medical Requirements

Prior to appointment, the applicant selected for this position will undergo a medical examination and drug screening. Upon successful completion of both, the selectee will be appointed provisionally, pending the completion of a favorable background investigation. In addition, as a condition of employment, the 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 www.uscourts.gov.

Maximum Entry Age

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 37 years or older who have previous law enforcement 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 position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Benefits

The Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employee benefits. For a list of the benefits and details, please visit the Careers page at www.uscourts.gov.

Additional Information

- Applicants must be U. S. Citizens or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit www.uscourts.gov.
- Employees of the U.S. Probation Office are subject to a one year probationary period.
- Employees are required to adhere to a Code of Conduct for Judicial Employees.
- This position is required to have electronic transfer of salary payment.
- Appointment to this position is contingent upon completion of full background investigation including an FBI fingerprint check, credit check, name check, and tax check. Retention depends upon receipt of a favorable suitability determination.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, or hire more than one applicant from this announcement, any of which may occur without prior written notice. Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The Court is not authorized to reimburse travel expenses in connection with an interview or to pay relocation expenses. The U. S. Probation Office is an Equal Opportunity Employer.

Application Procedures

Interested and qualified applicants must submit a current resume, cover letter, and Application for Judicial Branch Federal Employment (AO-78), which can be found on the District Court's website at: www.oknd.uscourts.gov. The application packet, which must be received by close of business (5:00 P. M.) on Tuesday, May 31, 2016, can be sent by mail, to: U. S. Probation Office, ATTN: Human Resources, 333 W. 4th Street, Suite 3820, Tulsa, OK, 74103. If you prefer, you can send by e-mail to: Charlotte_Griggs@oknd.uscourts.gov. Please call 918-699-4841 if you have questions.