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

Position Title: **U.S. Probation Officer**
Full-Time/Permanent
Announcement #13-01
Location: Tulsa, Oklahoma
Opening Date: September 3, 2013
Closing Date: September 13, 2013
Starting Salary Range: 27/1 (\$45,928) - 28/25 (\$68,809)
Depending on experience and qualifications

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, or hire more than one position from this announcement, any of which may occur without prior written notice.

Introduction

The U.S. Probation Office serves the U.S. District Court in the Northern District of Oklahoma. The applicant selected for this position will conduct presentence investigations, pre-bail investigations, supervise post conviction, and pretrial defendants. Therefore, this position may be assigned to one of the pretrial, presentence, or supervision units. The U.S. Probation Officer is required to provide instructions, guidance, conduct investigations, and perform overall oversight of defendants/offenders to ensure adherence to or compliance with court imposed directives, conditions, or guidelines.

Duties and Responsibilities

The U.S. Probation Officer may perform all or a combination of the following duties:

- The performance of all investigations (i.e. collaterals, presentence, postsentence, prerelease, etc.)
- May collect and conduct urine screens on offenders of the same gender and maintain appropriate records thereon.
- Monitor and report on the lifestyle, personal problems and needs of offenders that become apparent during home visits or contacts with the offender, family, or employer.
- Supervise a select caseload of the offenders requiring frequent contacts by telephone, office visits, or visits in the field.

- Counsel and provide aftercare services for individuals with drug, alcohol, and other problems.
- Conduct record checks using various automated systems.
- Assist in the development of community resources to meet the special needs of offenders.
- Testify at violation proceedings before the Court or Parole Commission.
- Maintain case records as required, documenting significant behavior of offenders, events and officer/offender interaction.
- Interact with probation offices in other districts to complete investigations, supervise persons transferring between districts, and perform other related services.
- Participate and contribute to ongoing training programs. Keep informed of new developments and techniques in the correction field.
- Comply with established training and safety standards for carrying of firearms if authorized by the Court, and upon approval of the Chief U.S. Probation Officer.
- Maintain and update appropriate information on fine and restitution payments. Coordinate this data with the Financial Litigation Unit and District Financial Administrator.
- Engage in overt and covert investigations to include hazardous law enforcement-related activities such as arrest and transportation of offenders, search and seizure operations, and after-hours surveillance and unannounced home visits.
- Perform all other related duties as assigned.

Personal and Mental Demands

The incumbent must possess superior organizational skills, unquestioned integrity, maturity of judgement and tact. The incumbent must have the capability to cope with a stressful workload and maintain a professional demeanor under stressful situations.

Minimum Qualifications

The applicant must not have achieved his/her 37th birthday at the time of the appointment as defined in Title 5, United States Code, Chapters 83 and 84 and must meet rigid physical standards.

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 the minimum education requirement. An advanced degree is preferred.

Experience must include progressively responsible work in such fields as investigation, counseling and guidance, working with offenders in community corrections, pretrial programs, or in closely allied fields such as serving as an education guidance counselor, social worker,

caseworker, or psychologist. Some experience as a federal or state probation officer preferred. Must have working knowledge of WordPerfect and Word applications and must have well developed writing and grammar skills. Starting salary will vary and will include consideration of any specialized experience of the applicant. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not qualifying.

Must be U. S. Citizen or eligible to work in the United States. Citizenship requirements for employment in the Judiciary are available for public review at www.uscourts.gov.

Conditions of Employment

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records.

Prior to appointment, applicants considered for this position will undergo a full background investigation conducted by the probation office and the Office of Personnel Management (OPM). The selectee considered for this position will also undergo a mandatory 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 OPM and the court. In addition, as conditions 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 position requires the attendance and completion of a six-week training program at the Federal Law Enforcement Training Academy (FLETC) in Charleston, South Carolina.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov/>.

Benefits

Employees of the U.S. Probation Office are “Excepted Appointments” and considered “at-will” judicial employees (not civil service) and are subject to a probationary period. U.S. Probation Office employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual and sick leave, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long-Term Disability Plan, periodic salary increases, and Thrift Savings Program with matching funds. Benefits also include at least 10 paid holidays per year. This position is subject to mandatory electronic funds (direct deposit) participation for payment of net pay.

Application Procedures

Interested and qualified applicants must submit a current resume and letter of interest. Part of the screening process will include an evaluation of the applicant’s writing ability. Therefore, as a separate submission, please explain why you have chosen to pursue a career as a U.S. Probation Officer, and what knowledge, skills and abilities will you bring to the position to benefit the Court and the Probation Office in the Northern District of Oklahoma.

Please submit the packet by close of business on Friday, September 13, 2013, to:

Larry Morris, Chief
U.S. Probation Officer
Attn: Human Resources
333 W. 4th Street, Suit 3820
Tulsa, Oklahoma 74103

For questions applicants may call Chief Larry Morris at 918-699-4849, Deputy Chief Todd Gollihare at 918-699-4862, or Charlotte Griggs, HR/Training Specialist at 918-699-4841.

Equal Opportunity Employer