U.S. PROBATION OFFICE
Central District of California

Date:	**May 30, 2014**
Position Title:	**U.S. Probation Officer (Supervision)**
Classification Level:	**Starting Range: CL 23 to CL 28, Depending on Experience ($40,731 [entry level] - $100,666 [full developmental range])**
Closing Date:	**Open Until Filled**
Vacancy No.:	**#14-108**
Location:	**Los Angeles - Possible transfer to another branch office within the district.**

The United States Probation Office, Central District of California is a part of the U.S. District Courts and the Federal Judiciary. The Probation Office is responsible for investigating, supervising, referring for treatment, and providing reports on federal offenders. The district is comprised of 11 branch offices located throughout Los Angeles, Orange, San Bernardino, Ventura, and Santa Barbara counties.

The U.S. Probation Office is looking for professionals interested in working with the court system to supervise and help criminal offenders reintegrate back into society. A U.S. Probation Officer is responsible for monitoring and supporting these offenders in the community while reducing the risk they may present. We need fair and confident probation officers who can enforce court orders, confront and deal with challenging people, and influence them in leading a positive lifestyle. This Incumbent will report directly to the Supervisory U.S. Probation Officer.

REPRESENTATIVE DUTIES

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants 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.
- Enforce court-ordered supervision components and implement supervision strategies, including evidence-based practices. Maintain personal contact with offenders/defendants. 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 of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Testify in court as to the basis for factual findings and (if warranted) guideline applications. 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. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior 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.

- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Complete a mandatory 40 hours annually of work-related training.
- Other duties as assigned.

QUALIFICATIONS:

Must be a United States citizen or eligible to work in the United States. Applicant must be under age 37 and in good health/physical condition. BA/BS in Sociology, Social Work, Psychology, Criminal Justice or related field desired. Master's degree preferred but not mandatory. Minimum 2+ years case management experience preferred. Experience with evidenced-based practices a plus. Additional course work or experience in accounting or any other financial related field would be a plus in dealing with white-collar offenders.

ADDITIONAL REQUIREMENTS:

Successful applicants must undergo a full background investigation by the U.S. Office of Personnel Management.

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

New officers will attend a six-week training academy at the Federal Law Enforcement Training Academy in South Carolina during the first year 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.

BENEFITS:

As a federal employee, you will have a wide variety of medical plans from which to choose. Options for dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE) with enhanced law enforcement benefits. Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

Starting salary depends on experience, education and current base pay.

APPLICATION PROCESS:

Qualified applicants will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training as well as other evaluation procedures. Interested applicants must submit a cover letter, resume, college transcripts, and their most recent performance evaluation by mail or email to the address below. Any packets with missing items or without the designation #14-108 will not be reviewed.

U.S. Probation Office
Attn: Human Resources (14-108)
312 N. Spring St., 6th Floor
Los Angeles, CA 90012
E-mail: cacp_hr@cacp.uscourts.gov

United States Probation is an Equal Opportunity Employer