

# Notice of Career Opportunity

## United States Probation Office Eastern District of Missouri U.S. Probation Officer



**Posting Date:** January 19, 2024  
**Vacancy Number:** PO-0124  
**Position:** U.S. Probation Officer – FT/Permanent  
**Salary Range:** CL 25/1(\$51,167-CL25/61-\$81,888)  
CL 27/1(\$59,426-CL 27/61\$96,607)  
CL28/1(\$71,224 CL 28/61-\$115,798)  
(Salary and classifications dependent upon qualifications and location)  
**Duty Station:** U.S. Probation Office - St. Louis, MO  
**Closing Date:** Open until filled - *applications considered as they are received*

### Position Summary

The United States Probation Office, United States District Court, Eastern District of Missouri is accepting applications for the position of United States Probation Officer. The position(s) may be located in the St. Louis or Cape Girardeau, MO office. Multiple positions may be filled from this announcement.

### Summary of Representative Duties and Responsibilities

- Conducts investigations and prepares reports for the court 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, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of 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 include resolving 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 the community, and to provide correctional treatment.
- Maintains personal contact with offenders, primarily by way of community visits. 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 organizations and persons such as the 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 reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations as required.
- Mandatory evening and weekend work is required for supervision activities. Some travel, including overnight stays, is required.
- Maintains a detailed written record of case activity.

### **Required Qualifications**

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 or 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. Also, any volunteer or unpaid internship experience is not considered creditable. Documentation of an advanced degree must be submitted to Human Resources once obtained. There is no tuition assistance or reimbursement available from the agency for this requirement. Excellent professional references and computer abilities, including the ability to scan and submit documents electronically, are required. A driver's license is required to conduct field work.

**Specialized Experience:** 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.

**Educational Substitutions:** The following requirements may be substituted for one year of specialized experience:

1. An overall "B" grade point average.
2. Standing in the upper third of the class.
3. A "B+" (3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology.
4. 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.

Court Personnel Classification level requirements:

- CL 25 Bachelors Degree with one year specialized experience
- CL 27 Bachelors Degree with two years specialized experience or Completion of a Master's Degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL 25
- CL 28 Bachelors Degree with two years specialized experience with one year at the CL 27

### **Medical Requirements**

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 control of these 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.

**Prior to appointment, the selectee considered for this position will undergo a background investigation, 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. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screenings, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

### **Maximum Entry Age**

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

### **Preferred Skills**

Preferred skills include fluency in a foreign language specifically, Spanish, proficiency in Microsoft Office Suite 2010, and experience or expertise in cultural diversity. Licensure or certification in a behavioral science (LMSW, CADC, LPC, etc.) is preferred.

### **Conditions of Employment**

- Applicants must be a United States citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- Applicants selected for interviews must travel at their own expense. The office does not pay for relocation expenses.
- The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review upon request.
- In that officer and officer assistant positions are provisional appointments, candidates will undergo internal investigations conducted within the U.S. Probation Office.
- After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and

- will also be subject to random drug screening and updated background investigations every five years.
- After appointment, OPM background 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.
- The position requires five to possibly eight weeks of specialized training out of district.
- The position is subject to mandatory electronic direct deposit of salary payment.

### Benefits

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

Generous Paid Time Off Program  
 Public Service Loan Forgiveness  
 Defined Benefit Pension Plan  
 Long-Term Care Insurance  
 Parking/Commuter Benefit Program  
 Work Life Services

11 Paid Holidays  
 Group Health, Dental, Vision and Life Insurance  
 Defined Contribution Plan (TSP) with Employer Match  
 Health and Dependent Flexible Spending Accounts  
 Employee Assistance Program  
 Virtual Judiciary Online University

### How to Apply

Please e-mail a detailed resume, reference PO-0124, completed application for Judicial Branch Federal Employment (Form AO-78, which can be found on [www.uscourts.gov](http://www.uscourts.gov) to: [MOED\\_Employment@moed.uscourts.gov](mailto:MOED_Employment@moed.uscourts.gov)

Applications will not be considered complete until all the items listed above have been received by Human Resources

All property submitted becomes the property of the U.S. Probation Office. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

*The Probation Office provides reasonable accommodations to applicants with disabilities.*

**The Court is an Equal Employment Opportunity employer**

