



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

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TRANSFER OPPORTUNITY

Announcement Number: 23-DC-17

Position Title: UNITED STATES PROBATION OFFICER

Grade/Salary Range: CL-27 (\$66,197 - \$107,614)
CL-28 (\$79,339 - \$128,992)
(Depending upon qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service
(More than one position may be available)

Area of Consideration: This transfer opportunity is open to all current United States Probation and Pretrial Services Officers in the Federal Judiciary only.

Open Date: November 30, 2023

Closing Date: Open Until Filled

How to Apply: To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills
- Copy of last two performance appraisals. If appraisals are unavailable, please provide an explanation.
- Most recent SF-50

Failure to submit a complete and signed cover letter, AO-78, resume, last two performance appraisals, and SF-50 will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Virtual

interviews may be conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: #23-DC-17

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

DUTIES AND RESPONSIBILITIES:

- 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. Track legal developments, and update staff and 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 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 offenders'/defendants' behavior. Testify at court or parole hearings. 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.
- Other duties as assigned.

JOB REQUIREMENTS:

- Knowledge of the roles and functions of the federal probation office. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of federal law and the criminal justice system.
- Knowledge of investigative techniques and skill in investigating the backgrounds, activities, finances, and determining legitimacy of the income of defendants and person(s)

- under supervision. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, Probation Monograph 107, and *Federal Rules of Criminal Procedure*. Knowledge of techniques in supervising defendants and person(s) under supervision. Skill in risk assessment and developing appropriate alternatives and sanctions.
 - Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in counseling defendants and person(s) under supervision to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes. Ability to discern deception and act accordingly.
 - Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, defendants, and person(s) under supervision. Ability to interview and establish rapport with contacts at collateral agencies, defendants, person(s) under supervision, their families/support systems, and others for the purpose of supervision and investigation.
 - Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.
 - Field work is required in the District of Columbia and surrounding jurisdictions.
 - Travel is required.

JOB QUALIFICATION STANDARDS:

Required Education: All probation officer positions require 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.

Required Experience: In addition to meeting education requirements, candidates must possess the following required experience:

To qualify at the CL-27 level, the successful candidate must possess two years of 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.

To qualify at the CL-28 level, the successful candidate must possess two years of specialized experience.

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 abuse/addiction treatment. Experience solely as a police

officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Preferred Experience: Preferred candidate must have documented experience conducting presentence investigations and preparing federal sentencing guideline presentence reports.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Paid Parental Leave
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$315 per month), Long-Term Care Insurance, and Professional Liability Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about federal court benefits, please go to:
www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States Probation Office for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

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. In addition, as a condition of employment, the incumbent will be subject to an OPM background investigation and updated background investigations every five years, ongoing random drug screening, 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 (see [Officer and Officer Assistant Medical Requirements](#)).

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 or over who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) 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.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Revised 01/30/2024