United States District Court
District of South Carolina

U.S. Probation and Pretrial Services

Vacancy Announcement 2021-DSC-04

POSITION TITLE:	U.S. Probation Officer Assistant
SALARY RANGE:	CL 23 ($ 40,770 – $ 62,615)
APPOINTMENT TYPE:	Full-time, temporary (up to one year and one day) with potential for conversion to permanent status without further competition, subject to funding.
DUTY STATION:	Greenville, South Carolina
OPENING DATE:	March 16, 2021
CLOSING DATE:	Open until filled with first consideration given to applicant packets received by **April 13, 2021**.

INTRODUCTION:

U.S. Probation Officer Assistants serve in a judiciary law enforcement position under the direction and guidance of a Probation/Pretrial Services Officer/Supervisor, provide technical support and assistance to Probation/Pretrial Services Officers in a wide range of areas, including assisting with compiling information for investigations; assisting with and supervising defendants and/or offenders; preparing and drafting reports and correspondence; and similar duties.

DUTIES AND RESPONSIBILITIES:

- Under the guidance of a Probation/Pretrial Services Officer/Supervisor, supervise a caseload of low-risk offenders requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Conduct selected investigations as needed for pre-release/furlough, pre-sentencing and bail reports; draft and submit selected reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observe and report to Probation/Pretrial Services Officers/Supervisors on the lifestyle, personal problems, and needs of offenders/defendants.

- Assist Probation/Pretrial Services Officers/Supervisors in the performance of investigations, including: compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. 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 pretrial and probation reports. Assist in the development of community resources to meet the special needs of offenders/defendants.
- Conduct urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform Probation/Pretrial Services Officers/Supervisors of test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the officer's computerized databases. Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents and correspondence.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform case management and record keeping.
- Participate in ongoing training and development programs.
- Perform all other appropriate duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the roles and functions of the federal probation and pretrial services office.
- General knowledge of the practices and procedures used in the probation and pretrial services processes, including knowledge of the administrative requirements to support these activities.
- General knowledge of the criminal justice system, particularly as it relates to federal probation and pretrial policies and procedures.
- Knowledge of investigative techniques.
- Ability to work under pressure with short deadlines. Ability to follow detailed instructions accurately.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and establish a rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of assisting officers in supervision and investigations.
- Skill in the use of automated equipment including Word, Excel, PowerPoint and database applications, and various other types of software. Ability to use computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities.
- Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established timeframes. Ability to identify and resolve unusual problems for resolution, or referral to Probation/Pretrial Services Officers/Supervisors. Ability to organize and prioritize work.

MANDATORY QUALIFICATIONS:

- 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, business, public administration or other discipline which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the work of the position of the Probation Officer Assistant.

- Applicants must have excellent writing ability and possess excellent oral communication and people skills. Ability to organize, oversee and complete multiple projects simultaneously, and be conscientious about detail and accuracy. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others.

- Applicants must be physically capable, have good vision and normal hearing ability. First-time appointees must not have reached their 37th birthday at the time of appointment to a hazardous duty position.

- Travel within the state and possession of a valid driver's license is required.

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish/English) skills are preferred.

BACKGROUND INVESTIGATION:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five (5) years thereafter will be subject to an updated investigation similar to the initial one, in addition to random drug testing throughout employment. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination. Preliminary, in-district background investigations will also be conducted prior to submission of the candidate's name for court approval.

PHYSICAL REQUIREMENTS:

The duties of a probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who may 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 exercises, 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, officers and officer assistants 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 and officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required.

MEDICAL REQUIREMENTS:

Prior to employment, the selectee(s) considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee(s) may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions

of employment, incumbent(s) will be subject to 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 on the U.S. Courts website.

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.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and 10 paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, vision, and flexible spending accounts).
- Group life insurance and long-term care insurance.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (TSP) with an employer matching a percentage of employee's contribution.
- Mandatory electronic funds transfer for payroll direct deposits.

How to Apply:

To apply for this position, qualified candidates are required to e-mail the following application materials as a single PDF attachment:

1. Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position.
2. Current resume
3. The following forms (available at https://www.scp.uscourts.gov/career-opportunities):
    - Form AO-78, Application for Judicial Branch Employment (**Please make sure to sign and date the application.**)
    - DSC Release Authorization
    - Request for Consumer Report Information
4. Copy of your last two (2) performance evaluations
5. College transcripts

Submit your application packet to SCP_HR@scp.uscourts.gov and reference the vacancy **#2021-DSC-04**.

The U.S. Probation and Pretrial Services Office is an Equal Opportunity Employer