



U.S. Probation and Pretrial Services Office

District of South Carolina

TRANSFER OPPORTUNITY

2024-DSC-04

POSITION:	United States Probation Officer – <i>More than one position may be available</i> Full-Time / Permanent
SALARY RANGE:	CL 28 (\$69,551 - \$113,078) Depending upon qualifications and experience
LOCATION:	Greenville, Charleston, Columbia, or Florence, SC (Listed in order of priority)
OPENING DATE:	October 21, 2024
CLOSING DATE:	Open until filled

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

OVERVIEW

The United States Probation Office for the District of South Carolina has an immediate opening for a United States Probation Officer. One or more positions may be filled through this announcement. The agency includes field offices located in Charleston, Columbia, Florence, Port Royal, and Greenville. The Chief's Office (Headquarters) is also located in Columbia. The Probation Officer conducts investigations, provides sentencing recommendations to the Court, and supervises person(s) under supervision.

REPRESENTATIVE DUTIES

- Conducts investigations and prepares reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. Analyzes any objections and determines an appropriate course of action following the disclosure of the pre-sentence report to the parties. Present the presentence report and sentencing recommendations to the Court and responds to judicial officer's request for information and advice.
- Testifies in court as needed, as the basis for factual findings and guideline applications. Serves as a resource to the Court to facilitate proper imposition of sentence. Conducts home inspections and other community-based field contacts.
- Supervises people under supervision to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans and maintains personal contact with people under supervision. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Through assessment and counseling, detects substance abuse problems and implements necessary treatment or violation proceedings of people under supervision.
- Refers people under supervision to outside agencies, such as medical and drug treatment facilities, employment, and training sources; as well as initiates contact, replies to, and seeks information from organizations and persons (i.e., U.S. Parole Commission, Bureau of Prisons, and attorneys) concerning people under supervision, appropriate alternatives, and sanctions. Reports violations

of the conditions of supervision to the appropriate authorities; prepares written reports on these violation matters and makes recommendations for disposition. Testifies at court or parole hearings, preliminary interviews, and other investigations, as required. Maintains a detailed written record of case activity and spends a percentage of time each week conducting community-based contact with people under supervision.

- Complies with established training and safety standards for carrying of firearms, upon approval of the Chief U. S. Probation Officer.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements, and consistently demonstrate sound ethics and judgment.

POSITION 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 with 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.
- Travel is required.

REQUIRED QUALIFICATIONS (TRANSFER)

The incumbent must be a current Federal Probation/Pretrial Services Officer in good standing, to include consistent, high quality past job experience/performance. To qualify for a CL-28 position, the incumbent must have at least two years of specialized experience.

Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police officer, custodial, or security officer, other than criminal investigative experience, is not creditable. Additionally, volunteer or unpaid internship experience is not considered creditable.

COURT PREFERRED QUALIFICATIONS

Preference will be given to candidate with three or more years of specialized experience. Fluency in Spanish is highly desirable.

BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL STANDARDS (TRANSFER)

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing to be conducted if; through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Additionally, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined. The incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness for duty evaluations.

MISCELLANEOUS

A minimum of 40 hours of training is expected annually. As this position requires some travel, the incumbent must have a valid driver's license. If a leased government vehicle is not available, the incumbent is required to use their personal vehicle. Reimbursement for mileage is authorized.

HOW TO APPLY

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

- A current detailed resume and letter of interest which addresses your skills and experience and how those skills can contribute to this position.
- The following forms (available at <https://www.scp.uscourts.gov/career-opportunities>):
 - Current Form AO-78, Application for Judicial Branch Employment (**NOTE: Questions 19, 20, and 21 must be answered**).
 - DSC Release Authorization.
 - Request for Consumer Report Information.
- Copy of last two performance appraisals. If appraisals are unavailable, please provide an explanation.
- Most recent SF-50.

Application materials should be submitted to: SCP_HR@scp.uscourts.gov and reference vacancy #2024-DSC-04.

Disclosures

- Only those applicants considered for interview will receive further notification in writing. Incomplete applications may not be considered. Testing, interview-related travel expenses, and any relocation expenses must be paid by the applicant.
- U.S. Probation reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable period of time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.
- Successful employment with the United States Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Chief Probation Officer.
- The Court requires all employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations. (Please review ***Code of Conduct for Judicial Employees*** located on the website.)

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