



U.S. Probation and Pretrial Services Office District of South Carolina

REVISED VACANCY ANNOUNCEMENT 2021-DSC-15

POSITION:	Attorney Advisor
DUTY STATION:	Columbia, SC
SALARY RANGE:	CL 30 (\$87,096 - \$141,569) *Salary dependent upon experience and qualifications
OPENING DATE:	November 10, 2021
CLOSING DATE:	December 1, 2021

INTRODUCTION

This position is located in the Headquarters Office of U.S. Probation and Pretrial Services for the District of South Carolina, Columbia. The incumbent reports to the Chief Probation Officer and works directly with U.S. Probation Officers, U.S. District Court Judges and Chambers staff, U.S. District Court Magistrate Judges, Assistant U.S. Attorneys, Federal Public Defenders, Criminal Justice Act and retained defense attorneys, and clerk's office staff. The incumbent independently conducts legal research, provides substantive and objective advice to U.S. District and Magistrate Judges and U.S. Probation Officers, and reviews presentence reports for accuracy and consistency.

REPRESENTATIVE DUTIES

- Performs legal research and analysis; communicates results to judges both orally and in writing.
- Assists U.S. Probation Officers and U.S. District and Magistrate Judges with interpretation and application of the United States Sentencing Guidelines and relevant case law.
- Assists U.S. Probation Officers in analyzing presentence reports, objections and determining appropriate responses.
- Testifies in court as to the basis for factual findings and sentencing guidelines applications.
- Keeps up with sentencing developments as well as with evolving legislation. Responds to the Chief Probation Officer and judicial officers' requests for information.
- Routinely disseminates relevant case law and United States Sentencing Commission Guidelines information to U.S. Probation Officers and U.S. District and Magistrate Judges.
- Reviews presentence reports for accuracy and consistency throughout the District of South Carolina.
- Trains U.S. Probation Officers and attorneys on relevant issues involving sentencing, i.e., new rulings, amendments, etc., and advises U.S. District and Magistrate Judges of the same.
- Drafts reference manuals as necessary.
- Schedules and attends meetings.
- Performs all other duties as assigned.

MINIMUM REQUIREMENTS

- Law Degree from accredited U.S. Law School.
- At least five years' experience in position requiring detailed knowledge of U.S. Sentencing Guidelines.
- Broad knowledge of the criminal justice system, particularly as it relates to federal pretrial services and probation policies and procedures.
- Extensive knowledge of federal criminal laws, rules and court procedures. Knowledge and experience in the required area of expertise, e.g., U.S. Sentencing Guidelines.
- Experience in tracking case status, information in District, Fourth Circuit and U.S. Supreme Court dockets required.
- Skill in conducting legal research related to various, complex and difficult legal issues and case law, especially those related to sentencing, skill in analyzing and summarizing legal concepts and issues, skill in legal reasoning and critical thinking.
- Ability to quickly organize and synthesize information so that judges and/or parties can determine its significance in relation to the applicable and controlling legal concepts and standards.
- Thorough knowledge of U.S. Sentencing Commission guidelines and applicable case law.
- Thorough knowledge of Federal Probation and Parole legal requirements, policy and procedure.
- Proficiency in the use of West Law, ability to understand legal concepts and perform complex legal analysis.

PREFERRED QUALIFICATIONS

- Top 10 percent of graduating class.
- Previous experience working in the U.S. District Court and/or Appellate Court.
- Member of the SC Bar in good standing.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, and participation in the Federal Employees' Retirement System (this system includes the Thrift Savings Plan, a tax-deferred retirement savings and investment plan with employer matching). Employees may also enroll in the Federal Employees' Health Benefits Program, the Federal Employees' Dental and Vision Program, the Federal Employees' Group Life Insurance Program, the Flexible Benefits Program, the Federal Long-Term Care Insurance Program, and private long-term disability insurance.

APPLICATION INFORMATION

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

1. A current detailed resume and letter of interest.
2. The following forms (available at <https://www.scp.uscourts.gov/career-opportunities>):
 - Form AO-78, Application for Judicial Branch Employment.
 - DSC Release Authorization.
 - Request for Consumer Report Information.
3. Last two (2) performance evaluations and Notification of Personnel Actions (SF-50), if applicable.

Submit your application packet to SCP_HR@scp.uscourts.gov and reference vacancy #2021-DSC-15.

Due to COVID-19, interviews may occur via TEAMS. If travel is required for the interview, applicants must travel at their own expense. The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

**The U.S. Probation and Pretrial Services Office for the District of South Carolina
is an Equal Opportunity Employer**

All U.S. Court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available on our website at www.scp.uscourts.gov. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to Title 18, USC, §3602(a).