



UNITED STATES PROBATION AND PRETRIAL SERVICES  
WESTERN DISTRICT OF WASHINGTON

## U.S. PROBATION AND PRETRIAL SERVICES OFFICER

**ANNOUNCEMENT NUMBER** 17-WAW-09  
**ANNOUNCEMENT DATE** December 19, 2016  
**CLOSING DATE** January 8, 2017, open until filled

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for a U.S. Probation and Pretrial Services Officer. Our District has three distinct units under U.S. Probation and Pretrial Services: a pretrial services unit including supervision, a presentence unit, and a post-conviction supervision unit. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. The assignment to a duty station is at the discretion of the Chief. Frequent travel within the district is required as is some out of district travel.

**DUTIES AND RESPONSIBILITIES** Probation and Pretrial Services officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise defendants or offenders, and interact with outside agencies and community members.

**REPRESENTATIVE DUTIES**

- Investigate and prepare reports for the court with recommendations, which requires interviewing defendants or offenders and their families, as well as collecting background data from various sources.
- Interpret and apply policies, procedures, statutes, *Federal Rules of Criminal Procedures*, and U. S. Sentencing Guidelines. Track legal developments and update staff and the court.
- Maintain personal contact with defendants or offenders through office and community contacts to maximize adherence to imposed conditions, reduce risk of danger to the community, reduce risk of nonappearance, and to provide correctional treatment.
- Officers are required to work a minimum number of non-standard hours per month and are expected to be available if needed on a 24/7 basis, when not on leave status.
- Investigate employment, sources of income, life style, and associates to assess risk and compliance. Responsible for detection of substance abuse. Through assessment and counseling, implement the necessary treatment or violation proceedings. Refer defendants or offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- Analyze and respond to any objections to sentencing recommendations. This may include resolving disputed issues and presenting unresolved issues to the court for resolution.
- Assess risk level of defendants or offenders and develop a blend of strategies for controlling and correcting risk.
- Assure the protection of the constitutional rights of defendants through the statutory mandate to assess risk of nonappearance and danger to the community.

<p><b>QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Enforce pretrial and post-conviction supervision conditions through evidence based practices of effective supervision.</li> <li>• Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and guideline applications. Serve as resource to the court to facilitate proper imposition of release or sentence.</li> <li>• Initiate contact with, reply to and seek information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, U.S. Attorney's Office, and various law enforcement, correctional and social services agencies.</li> <li>• Detect and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare well written, grammatically correct, objective reports for the court's consideration regarding pretrial, presentence, and post-conviction supervision issues.</li> <li>• Knowledge of, and compliance with, the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.</li> </ul> <ul style="list-style-type: none"> <li>• Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.</li> <li>• Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals.</li> <li>• Ability to exercise impartiality and discretion with the defendant or offender population and their family/support system.</li> <li>• Ability to routinely work non-traditional hours.</li> <li>• Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.</li> <li>• Excellent written and oral communication skills.</li> <li>• Knowledge of automated / internet resources and systems available for conducting background checks, criminal histories and other similar information.</li> <li>• Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.</li> </ul>
<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the roles and functions of federal probation and pretrial services and the legal requirements used in probation and pretrial services. Knowledge of how other judicial process and procedures relate to the officer's roles and responsibilities.</li> <li>• Ability to communicate fluently in a second language.</li> <li>• An advanced degree in a related field of study.</li> </ul>
<p><b>EDUCATION</b></p>	<p><u>Required Education:</u> 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.</p>

**MEDICAL REQUIREMENTS**

Specialized Experience: Minimum of two years 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 is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitutions: Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience. An advanced degree is preferred.

The duties of probation and pretrial services officers require the investigation and management of defendants charged with criminal offenses or convicted offenders, both who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants or offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.

**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 conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years 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 and pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>. Pre-employment medical examinations for current federal probation and pretrial services officers and officer assistants are at the discretion of the Chief and may not be required.

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. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, 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 hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

<p><b>MAXIMUM ENTRY AGE</b></p>	<p>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 the 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.</p>
<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:  CL27, Step 1 – 61, \$50,668 - \$82,358  CL28, Step 1 – 61, \$60,725 - \$98,724  Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>To be considered, qualified applicants will submit the following:</p> <ul style="list-style-type: none"> <li>• A cover letter and resume</li> <li>• If you <b>are not currently</b> a federal probation officer, in two typewritten pages or less, an answer to the following question: <ul style="list-style-type: none"> <li>• <i>Why do you want to become a United States Probation Officer?</i> In this statement we would like you to reflect on how you feel you would be an asset to the federal courts and the federal probation &amp; pretrial services system.</li> </ul> </li> <li>• If you <b>are a current</b> federal probation officer, please answer the following question in two typewritten pages or less: <ul style="list-style-type: none"> <li>• <i>As a current USPO, why do you want to be an officer in the Western District of Washington and what would you bring to this district?</i> In this statement we would like you to reflect on why you are interested in working in our district and how you are an asset to the courts and the federal probation &amp; pretrial services currently, and how that would translate to this district.</li> </ul> </li> </ul> <p>Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered.</p> <p>Submit application materials to:</p> <p>Human Resources (#16-WAW-19)  U. S. District Court  700 Stewart Street, Suite 2218  Seattle, WA 98101</p> <p>or via e-mail (Word or Acrobat .pdf format) to:  <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p>

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

## **BENEFITS**

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

*The United States District Court is an equal opportunity employer and values diversity in the work place.*