

QUALIFICATIONS:

Required Education

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, is required for all probation officer positions.

Required Experience

In addition to meeting education requirements, applicants must also have specialized experience in the amounts shown in the table below. An applicant meeting the requirement for any level qualifies for the minimum pay rate of that level, i.e., step 1.

Level	Required Experience
CL-23	None
CL-25	One year of specialized experience equivalent to work at the CL-23 or <ol style="list-style-type: none">1. Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:2. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.3. Standing in the upper third of the class.4. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.5. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies. or Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position

CL-27	Two years of specialized experience, including at least one year equivalent to work at the CL-25. or Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree,
CL-28	Two years of specialized experience, including at least one year equivalent to work at the CL-27.

Definitions

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/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

ADDITIONAL PREFERENCES:

To qualify for this position a person must also demonstrate that she/he possesses:

- A thorough knowledge of the philosophy, theories, and practices of the correctional field, with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession.
- A devotion to the principles of public welfare.
- The ability to meet people, inspire confidence and secure cooperation.
- Unquestioned integrity.
- The ability to exercise initiative in handling problems encountered while performing assigned duties.
- The ability to conduct investigations of cases and make sound evaluations and recommendations.
- Knowledge of available community resources and the understanding and skill to identify additional resources.

Maximum Entry Age

Federal law enforcement retirement provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, 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 Employee's Retirement System and who may 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.

Physical Requirements

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who 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 exercise, 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, these officers 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 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. Any severe health problems, 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 an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

It is desirable that the applicant have some knowledge of:

- (1) Federal criminal statutes
- (2) Sentencing guidelines
- (3) Federal parole rules, policy and procedures
- (4) Bail statutes
- (5) Federal judicial administration and structure
- (6) Community programs, contract services and community treatment centers
- (7) Federal law enforcement agencies.

BENEFITS:

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.

- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from “pre-tax” salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for an application package which includes the current U. S. Probation Officer’s vacancy announcement, position descriptions, and “fillable” application forms.

To be considered for this position, all qualified applicants must submit the following:

- a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position
- a completed application
- copy of transcripts (from an accredited college or university) for a bachelor’s degree and any advanced degrees

Application packets, as described above, must be submitted to the Greensboro, North Carolina office postmarked no later than February 5, 2016 to qualify for the initial cutoff date. Application packets received after the initial cutoff date will then be considered for interview until the position is filled. **Handwritten, incomplete, and unsigned applications will not be considered, returned, or retained.**

Application Mailing Address:

United States Probation Office
Middle District of North Carolina
ATTN: HR – USPO Vac. # FY161AD3
101 South Edgeworth Street, Suite R312
Greensboro, NC 27401

The most qualified applicants selected for interview and testing will be contacted by telephone. For applicants not selected to interview, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> in lieu of closing letters.

NOTICE: Prior to appointment, the selectee considered for this position will undergo a medical examination and pre-employment 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. This is a High-sensitive position. The selected candidate must successfully complete a ten-year

background investigation. 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 officers, pretrial services officers and officer assistants are available for public review at www.uscourts.gov

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.”

The Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

Divisional offices within the Middle District of North Carolina are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

Special Note: This “at will” position shall be considered “FILLED” if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be amended or withdrawn at the discretion of the Chief U. S. Probation Officer.

This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payroll deposit.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER**