



U. S. District Court  
Middle District of North Carolina  
101 S. Edgeworth, Ste R312  
Greensboro, NC 27401

#### Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Parental Leave
- 11 Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match

The U. S. District Court for the Middle District of North Carolina is an Equal Opportunity Employer.

## U. S. DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

### U.S. Probation Officer VACANCY #23-01(Update)

**LOCATION:** Pinehurst

**REPORTS TO:** Supervisory U.S. Probation Officer

**STATUS:** Temporary full-time (which may become permanent)

**CLASSIFICATION:** CL25-28

**POSTED:** May 13, 2023

**SALARY RANGE:** \$45,682 - \$107,701

\*\*Position has promotable potential up to CL28 without further competition.  
**Please note: Transfers from other districts are being accepted**

**CLOSING DATE:** Open until filled. First consideration will be given to applicant packets received by April 30<sup>th</sup> 2024,

#### **Position Overview**

Probation and Pretrial Service Officers perform functions that aid judicial officers in making informed decisions on individuals charged with and convicted of criminal offenses and supervise individuals to assist with behavior change and compliance with conditions of supervision. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a U.S. Probation and Pretrial Services Officer within any unit and do not reflect all duties performed by positions covered in this announcement.

**Position Description** Assignment of position could either be in the Court Services (Investigations) or Field Services (Supervision) Unit, or blended responsibilities, depending on availability and candidate's qualifications.

**Court Services Unit** - A United States Probation Officer conducts investigations and prepares bail and presentence reports for the Court with recommendations for detention, release, and sentencing of individuals charged and convicted of federal offenses. The preparation of these reports requires interviewing individuals and their families; investigating the offense, prior record, and financial status of the individual; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the individual's background, assess danger to the community and risk of non-appearance at future court proceedings, assess the probability of future criminal behavior, calculate profit from, and any restitution owed for, the offense, and to determine the individual's ability to pay fines or make restitution. Officers apply U.S. Sentencing Commission guidelines and case law; decide the appropriate course of action after analyzing any objections to presentence reports; resolve disputed issues; make written sentencing recommendations to the Court; and appear at court hearings to assist as needed. Officers need strong interviewing skills, excellent writing skills, an ability to analyze and assess circumstances and situations, and should be adept at effectively managing their time with competing priorities.

## U.S. Probation Officer (#23-01)

How to Apply: Applicants must submit ONE PDF document containing the following to

[HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)

- (Include Last Name-First Name- #23-01 in Subject of Email)
- Cover Letter (not to exceed two pages) addressing the following:
  - An explanation of how your skills and experience may contribute to our organization;
  - how your experience and preparation relate to the duties and responsibilities of this position;
- Resume
- Three professional references with contact information
- Copy of recent performance evaluation
- Application for Federal Judicial Employment found at:

<https://www.ncmp.uscourts.gov/employees>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

### Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.

The U. S. District Court for the Middle District of North Carolina is an Equal Opportunity Employer.

**Supervision Services Unit** - A United States Probation Officer supervises individuals under supervision to encourage behavior change, maximize adherence to imposed conditions, and reduce risk to the community. Officers maintain personal contact through office and community visits Officers intervene directly, and through referrals, to assist individuals in addressing issues such as substance use, mental health, negative peers, etc. Officers routinely assess risk to the community and implement necessary treatment or violation proceedings. When necessary, officers prepare violation reports, which may include application of U.S. Sentencing Commission revocation guidelines, make recommendations for disposition, and may testify at court or parole hearings. Officers must maintain detailed written records of case activity Officers need strong relationship skills, interviewing skills, writing skills, an ability to analyze and assess circumstances and situations, and should be adept at effectively managing their time with competing priorities.

### **Minimum Qualifications**

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 legal requirements and human relations skills involved in the position, is required for all probation & pretrial services officer positions. one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable background investigation.

### **Preferred Qualifications**

In addition to the minimum qualifications, **preference will be given** to applicants who can demonstrate the following skills and abilities:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- A belief that thinking and behaviors can change.
- A belief that an officer has the responsibility to develop a collaborative relationship that assists individuals in building skills that change thinking/behavior, while also monitoring/protecting community safety.
- Balance decision making and recommendations where motivation, performance, and risk to harm are equally considered.
- Accept and expect a culture of feedback and coaching.
- Embrace and contribute to our responsibility to improve our individual, district, and system effectiveness.
- Embrace lifelong learning and the pursuit of evidence-based practices

## U.S. Probation Officer (# 23-01)

- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

### **Maximum Entry Age**

First-time appointees for this position must not have reached their 37th birthday at the time of appointment. Applicants age 37 or older who have previous law enforcement 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 experience subtracted from their age to determine whether they meet the maximum age requirement. Retirement is mandatory at age 57.

**Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.**

**Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training.**

**E-mail to: [HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)**

**Questions not answered within this vacancy announcement may be directed to Human Resources at 336-358-4219.**