

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Chief, Deputy Chief, Assistant Deputy Chief, or Supervising Probation Officer, the U. S. Probation Officer (USPO) will be assigned to either the Court Services Unit (CSU) or the Supervision Services Unit (SSU). The USPO in CSU prepares pretrial and presentence reports for the U. S. District Courts and makes required investigations for the U. S. Parole Commission and U. S. Military authorities. The USPO in the SSU unit supervises persons on pretrial, probation, parole, conditional release, military parole or supervised release. Officers in the SSU are also required to supervise Location Monitoring cases when assigned, which require 24/7 availability. The USPO performs any other related duties required by the Court or the Chief Probation Officer.

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	<p>One year of specialized experience equivalent to work at the CL-23</p> <p style="text-align: center;">or</p> <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. <p style="text-align: center;">or</p> <p>Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position</p>
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CL-27	<p>Two years of specialized experience, including at least one year equivalent to work at the CL-25.</p> <p style="text-align: center;">or</p> <p>Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree,</p>
CL-28	<p>Two years of specialized experience, including at least one year equivalent to work at the CL-27.</p>

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 belief that thinking and behaviors can change.
- A belief that an officer has the responsibility to provide opportunity and build skills to assist individuals on supervision in changing thinking/behavior in the pursuit of lawful self-management, 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.

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 individuals alleged and/or convicted of criminal conduct who may present physical danger to officers and to the public. In the supervision, treatment, and management of these individuals, 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.

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 <http://www.uscourts.gov/>.

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 the current U. S. Probation Officer's vacancy announcement and position descriptions.

To apply for this position, qualified candidates are **required** to email the following application materials as a single PDF attachment (one attachment) **in the following order**:

- A cover letter* addressed to Melissa Alexander, Chief U. S. Probation Officer (see instructions below)

- A current resume with salary history
- Hazardous Duty Application Supplement - [NCMPUSPOAppSupplement.pdf](#)
- Three professional references with contact information
- Title the pdf document as follows: Last Name – First Name – FY208AD4

*The cover letter should include: the vacancy announcement number, detailed information regarding your specialized experience; why you are interested in the position; and what overall qualities and/or strengths you will bring to the position.

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.

E-mail to: HR@ncmp.uscourts.gov

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

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.

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**