

**UNITED STATES PROBATION/PRETRIAL SERVICES OFFICE
Western District of Wisconsin**

Vacancy No.: 09 WIWP-01

Position Title: UNITED STATES PROBATION/PRETRIAL OFFICER

Status: Full-time, Regular

Salary Range: \$38,833-\$87,903 (Court Personnel System CL 25, step 1 - CL 28, step 61) based on qualifications and experience. Potential progression to CL 26 - 28 without advertising based on accretion of duties and experience.

Location: Madison or Eau Claire, WI

Start Date: Immediate

Closing Date: Open until filled. Applications received by May 25, 2009 will be given priority consideration. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.

GENERAL:

The position can be located in the U.S. Probation/Pretrial Services Office of the U.S. District Court for the Western District of Wisconsin in Madison or Eau Claire. The incumbent conducts investigations, provides sentencing and bail recommendations to the court and supervises offenders.

REPRESENTATIVE DUTIES:

Conducts preliminary interviews and other investigations as required. Investigates and prepares reports for the court with recommendations for bail for defendants and sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and

guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.

Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Supervises offenders and defendants to maximize adherence to imposed conditions, reduce the risk to the community and to provide correctional treatment. Makes regular telephone contacts, home visits, and community contacts as required the conditions of release and supervision plan. Supervision intervention conducted with defendant to modify behavior and reduce potential for revocation.

Maintains a detailed written record of case activity.

JOB REQUIREMENTS:

Knowledge that must be possessed or acquired includes: Broad knowledge of criminal justice system. Thorough knowledge of federal probation, pretrial and parole legal requirements, policies and procedures. Thorough knowledge of sentencing guidelines and applicable case law. Thorough knowledge of investigative and supervision techniques. Good knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Broad knowledge of community and available community resources.

Skills and abilities required to effectively perform include: Ability to work with law enforcement agencies at different governmental levels, community service providers, and all courts. Skill in applying various statutes and implementing regulations. Ability to communicate orally and in writing with a variety of persons such as judicial officers, attorneys and offenders. Above average writing skills are must. Ability to interview and investigate offenders from diverse backgrounds, their families and others in the community to obtain the information needed. Ability to work effectively under pressure. Skill in supervising offenders, including investigating their finances and determining the legitimacy of their income. Skill in risk assessment, developing appropriate alternatives and sanctions to non-compliant behavior. Skill in counseling offenders to obtain and maintain compliance to the conditions of their release. Ability to discern deception and act accordingly. Must be able to effectively utilize law enforcement automation systems, use personal computer hardware and software and have a proficiency in typing.

Minimum Required Experience and Education: Bachelor's degree from an accredited college or university in a field 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 and one year of specialized experience equivalent to work at the CL-23

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
- 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 (includes legal studies).

An advanced degree in an appropriate discipline is **preferred**.

Physical Requirements: Supervision, treatment and control of offenders requires moderate to arduous physical effort, including prolonged periods of walking and standing. Physical dexterity and coordination are necessary to operate a firearm and use self-defense tactics. Travel within the state is required. Applicants must be physically capable of performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

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.

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/>.

BACKGROUND INVESTIGATION:

Conditions of employment for a United States Probation Officer include acceptable reference check and successful completion of a full-field OPM background investigation.

In addition, as conditions of employment:

- ★ incumbent will be required to complete the Probation Officer training program at the National Training Academy @FLETC in Charleston, South Carolina
- ★ incumbent will be subject to ongoing random drug screening
- ★ incumbent will be subject to updated background investigations every five years and
- ★ as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Maximum Entry Age: 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 Federal Employee's 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.

Citizenship: By statute, employees must be citizens of the U.S. or of countries with which the U.S. has a mutual defense treaty.

Code of Conduct: Probation/Pretrial Services employees are required to adhere to the code of conduct for judicial employees.

BENEFITS:

Full-time employees of the United States Probation Office are considered employees of the Judicial Branch of the U.S. Government. Judicial employees serve under "excepted appointment" and are considered "at-will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to benefits similar to other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System, Social Security, Federal Employee Health Benefits, Federal Employees' Life Insurance, Thrift Savings Plan with an employer match, paid holidays, a vacation plan and sick leave. Mandatory electronic funds transfer for direct deposit of pay applies.

TO APPLY:

To apply for this position, interested parties should submit:

- Cover letter addressed to Kent Hanson, Chief U.S. Probation Officer
- Resume
- Completed AO-78, Application for Judicial Branch Federal Employment
(<http://www.govjobs.com/Applications/ao-78.pdf>)
- At least three professional references
- Finalists will be required to submit performance evaluations, college transcripts and letters of reference.

All documents should be submitted to:

Robert Stechschulte
Personnel Specialist
Probation/Pretrial Services Office, Suite 420
Western District of Wisconsin
120 N. Henry Street
Madison, WI 53703

The U.S. Probation office is not authorized to reimburse candidates for interview or relocation expenses.

This office reserves the right to amend or withdraw any announcement without written notice to applicants.

AN EQUAL OPPORTUNITY EMPLOYER