



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama**

VACANCY ANNOUNCEMENT # 2016-01

- POSITION:** U. S. Probation Officer
Permanent Full Time Position
- LOCATION:** Mobile, Alabama
- STARTING SALARY:** Court Personnel System CL 23/1 – CL 25/1 \$37,357 - \$40,802
Dependent upon experience and qualifications
Promotional potential to CL 27 and CL 28 without further competition
- OPENING:** February 5, 2016
- CLOSING DATE:** February 26, 2016

The United States Probation Office for the Southern District of Alabama is seeking qualified applicants who are self-motivated with excellent interpersonal skills and a strong work ethic for a full-time U.S. Probation Officer in our Mobile, Alabama office. **More than one position may be filled from this vacancy announcement.** Incumbent will report directly to a Supervisory U.S. Probation Officer.

REPRESENTATIVE DUTIES:

1. Develop and maintain a broad knowledge of and commitment to the Probation Office purposes, policies, function, and procedures.
2. Conduct investigations and prepare reports for the court with recommendations for sentencing of individuals convicted of federal offenses, to include interviewing offenders and their families, and investigating the offense. Visit various law enforcement agencies, police departments, and local agencies to collect and record information for both presentence reports and collateral investigations.
3. Present presentence reports and sentencing recommendations to the Court. Respond to judicial officer's request for information and advice. Testify in court as to factual findings and guideline applications.
4. Supervise offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
5. Maintain personal contact with offenders through office and community visits and by telephone. Investigate employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse.
6. Complete investigative reports, conduct preliminary interviews, and other investigations.
7. Comply with established training and safety standards for carrying of firearms, upon approval of the Chief U. S. Probation Officer.
8. Compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements, and consistently demonstrate sound ethics and judgment.
9. Perform other related duties as required.

QUALIFICATIONS:

A successful candidate must be a graduate of an accredited college or university, with a bachelor's degree in Criminal Justice or a related field, and must have experience relating to the functions of this position. The incumbent must also demonstrate effective verbal and written communication skills. Computer skills and the ability to type proficiently are required. An advanced degree is preferred. The candidate must also possess the ability to complete multiple projects simultaneously, work under pressure, and to learn diverse procedures and criminal rules. **Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not qualify as specialized experience.**

SPECIAL REQUIREMENTS:

The candidate selected must be a U. S. citizen, under the age of 37 (at the date of appointment), and pass physical standards established under the provisions for law enforcement personnel. Also, the candidate must be tactful and mature, use good judgment, and be able to meet the public, maintain confidentiality and work harmoniously with others. Applicants may be subject to a writing and typing skills test. The final candidate will undergo fingerprinting, a law enforcement records check and a financial credit check. **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 an extensive government background investigation and favorable suitability determination by the Court. In addition, the incumbent will be subject to 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 and drug screening. The medical requirements and the essential job functions derived from the medical guidelines for probation officer are available for public review at <http://www.uscourts.gov>.**

SALARY:

The annual starting salary will be Court Personnel System CL 23/1 – CL 25/1 \$37,357 - \$40,802, depending upon experience and qualifications, with promotional opportunities to CL 27 and CL 28 (\$47,390 - \$92,336). Electronic Fund Transfer (EFT) for payroll deposit is required.

APPOINTMENT/POSITION TERM:

The appointment will be subject to continued federal funding. The position will be considered a “provisional appointment” until the successful completion of the background investigation.

BENEFITS:

Health insurance, life insurance, dental and vision insurance, long term care and long term disability, and flexible spending benefits; ten (10) paid federal holidays; annual and sick leave, retirement; and Thrift Savings Plan, similar to a 401K plan.

APPLICATION PROCESS:

Interested and qualified applicants must submit an application packet which is to include: a cover letter of interest which addresses skills and experience, the official AO 78 Application Form, and a current resume. To obtain the AO 78 Application Form and additional information, visit “Employment Opportunities” on our web page at: <http://www.alsp.uscourts.gov>

Application packets should be mailed or hand delivered to:

**U. S. Probation Office
ATTN: Human Resources
201 St. Michael Street, 2nd Floor
Mobile, AL 36602**

Or emailed to: becky_drake@alsp.uscourts.gov

Emailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted.

Only those applicants considered for interview will receive further notification in writing. Testing, interview-related travel expenses and any relocation expenses must be paid by the applicant.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER