



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE  
Eastern District of Oklahoma  
INTERNAL

## POSITION

U.S. Probation Officer,  
Specialist

## LOCATION

Muskogee, OK

## SALARY/TARGET

CL-29 (\$73,693 – 119,818)

## OPENING DATE

December 1, 2021

## CLOSING DATE

December 15, 2021

## ANNOUNCEMENT

No. 22-04

## POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office, Eastern District of Oklahoma, is accepting applications for a United States Probation Officer, Specialist.

### **Representative Duties:**

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as having drug, alcohol, and/or mental health issues. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with high-risk and/or specialized needs.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization.
- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar

problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Determine and evaluate on an ongoing basis the available resources throughout the district in regards to drug and alcohol aftercare and mental health support. Secure and contract aftercare services for offenders/defendants while adhering to procurement and contracting guidelines and requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Ensure regularly scheduled meetings to assess offender/defendant progress. Monitor the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds. Provide contracting and procurement services related to this position.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Perform administrative duties regarding area of specialty. Provide advice, consultation, and program vision and direction and make proposals to the Chief.ons. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

## QUALIFICATIONS

The incumbent must meet the qualification standards applicable to positions for the highest level of work effectively supervised (or in the case of a supervised unit involving more than one type of work having differing qualification standards, the qualification standards applicable to one of the types of work, provided that the type of work constitutes a substantial portion of the work of the unit and is not more than one level below the highest level of work effectively supervised).

### **Minimum Qualification Requirements:**

Three years of specialized experience, including at least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered in the U. S. Courts.

### **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.

## MAXIMUM ENTRY AGE

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under 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.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

## CONDITIONS OF EMPLOYMENT

In that this position, if first-time appointee, will be a provisional appointment, candidates will undergo internal investigations conducted within the U.S. Probation Office.

After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.

After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U.S. Probation Officer would be ill advised, employment will be terminated.

Applicants are also advised that final candidates for the position of Supervisory United States Probation Officer are subject to medical examinations. Specifically, 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. In addition, as conditions of employment, the 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. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

## HOW TO APPLY

By no later than December 15, 2021 candidates wishing to apply for this position must submit:

1. Letter of application that describes their interest in pursuing this position and how their experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
2. Resume with references (with phone numbers)

The envelope containing these documents should be marked \* **Confidential** \* and addressed to:

Teresa Maddocks, Administrative Supervisor  
United States Courthouse  
P. O. Box 1645  
Muskogee, OK 74402-1645

Or email: [Teresa\\_maddocks@okep.uscourts.gov](mailto:Teresa_maddocks@okep.uscourts.gov)

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate. Applicants must be citizens of the United States or be eligible to work in the United States.

This position is subject to mandatory electronic direct deposit of salary payment.

*The Probation Office provides reasonable accommodations to applicants with disabilities.*

Only applicants who are interviewed in person will receive a written response regarding their application.

**The United States Courts is an Equal Employment Opportunity employer.**

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