

*** CAREER OPPORTUNITY ***



UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF OKLAHOMA

TRANSFER OPPORTUNITY

Position Title: U. S. Probation Officer Specialist
Sentencing Guideline Specialist #22-05
Position Type: Full-Time/Permanent
Location: Muskogee, Oklahoma
Opening Date: March 25, 2022
Closing Date: Open until filled, preference given to applications
received by April 15, 2022
Starting Salary/Range: CL29 (75,493 - \$122,693)

POSITION OVERVIEW

The United States Probation Office for the Eastern District of Oklahoma is seeking a qualified, reliable individual to serve as a Probation Officer Specialist, Sentencing Guideline Specialist. By statute, the probation/pretrial services officer serves in a judiciary law enforcement position, assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type, and serve as local experts on cases of this type. The Sentencing Guidelines Specialist serves as the district's authority on presentence investigations and sentencing guidelines. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

RESPONSIBILITIES

- Conducting presentence investigations and preparing reports for the court. Interpreting and applying policies and procedures, statutes, Federal Rules of Criminal Procedures, U.S. Sentencing Guidelines, Monographs and relevant case law.
- Tracking developments in the law and providing updates to staff and the court.
- Responding to judicial officer's request for information and advice. Testifying in court as to the basis for factual findings and guideline applications. Serving as a resource to the court.

- Participating in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to investigation practices.

- Guiding, advising, training, and making recommendations to other officers, the court, and other individuals regarding U.S. Sentencing Guidelines.

Performing administrative duties related to the area of specialty.

QUALIFICATIONS

The candidate must possess 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.

The candidate must have at least three years of current experience with federal presentence report writing and sentencing recommendations, with at least one year as at CL-28 probation/pretrial services officer in the U. S. Courts.

HOW TO APPLY

Submit a detailed resume and [AO78](#) to:

United States Probation Office/EDOK

Attention: Maggie Eaton

Maggie_eaton@oked.uscourts.gov

Due to the large volume of applications, the court does not send letters acknowledging the receipt of your application. Applicants will be contacted by phone if an interview is desired. For more information about the United States District Court for the Eastern District of Oklahoma, see our website at <https://www.oked.uscourts.gov/employment-opportunities>

**** The Court is an Equal Opportunity Employer ****