



United States Probation Office

District of Montana

TRANSFER OPPORTUNITY

Vacancy Announcement

04P:2021

Position Title:	U.S. Probation Officer
Duty Stations*:	Billings, MT
Starting Grade/Salary**:	Transfer within Judiciary
Announcement Date:	April 8, 2021
Application Deadline:	Open until filled, however preference will be given to applications received by April 30, 2021

* Current position is available in Billings, MT. Additional positions may be filled from the applicant pool generated from this vacancy announcement. Duty stations within the District of Montana include Billings, Great Falls, Helena, Missoula, Browning, Glasgow, and Hardin. The applicant pool will remain active for up to 12 months, or less, as determined by the Chief Probation Officer.

** The incumbent(s) selected will be eligible for future promotion within the Probation Officer position without further competition at the discretion of the Chief Probation Officer. Education and experience qualifications are listed below.

Representative Duties:

- Conduct investigations, prepare reports and make recommendations to the court. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies, procedures, and statutes, *Federal Rules of Criminal Procedures*, and U. S. Sentencing Guidelines, Monographs and relevant case law, as applicable.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and work with appropriate specialist to implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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 request for information and advice. Testify in court as to the basis for factual findings and guideline applications, as warranted. Serve as a resource to the court. Maintain detailed written records of case activity.
- 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*. Enforce home confinement conditions ordered by the court and perform home confinement reintegration on behalf of the Bureau of Prisons, as applicable.

- Review 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.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Work with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (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. Discuss violations with Supervisory Officer. Report violations of conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.

Education and Experience Qualifications:**

Minimum Required Qualifications for CL-23: Bachelor's degree in a related field of study.

Related field of study is a completed degree from an accredited college or university in an area such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

Minimum Required Qualifications for CL-25: Bachelor's degree in a related field of study (see above) with an overall GPA of 2.90 or better, or a 3.5 average or better in the major field of study, and two (2) years of related experience.

Related experience is work in a field associated with criminal justice, law enforcement, treatment, or corrections that does not meet the definition of specialized experience (see below).

Minimum Required Qualifications for CL-27: Bachelor's degree from an accredited college or university in a related field of study (see above) and two (2) years of full-time specialized experience attained after the completion of the degree.

Specialized experience is professional work experience gained after the completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations or work in a substance/addiction treatment program. Experience as a police, custodial, or security officer that does not include investigative experience *does not* qualify as specialized experience. A Master's degree in a field of study closely related to the work of the position, or a Juris Doctor (JD) may be substituted for specialized work experience.

Desired Knowledge, Skills and Abilities:

Candidates must have knowledge and understanding of the roles and functions of federal probation and pretrial services and related organizations. They must possess knowledge and skill in investigative techniques, along with strong oral and written communication skills, and the ability to interact with individuals in all different levels of the organization. Officers must have strong skills in the use of automated, database and mobile applications. The ability to consistently demonstrate sound ethics and judgment is required. Candidates must have and maintain a valid driver's license and must be willing and able to work non-traditional hours/nights/weekends.

The U.S. Probation Office, District of Montana, reserves the right to amend or withdraw this announcement without written notice to applicants. The applicant pool generated from this announcement will remain active for up to 12 months, or less, at the discretion of the Chief Probation Officer.

Information for Applicants:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment (available at www.uscourts.gov/ .
Note: the last page of the AO-78 requires a conventional signature. It cannot be an electronic signature.
- 5) Most current signed evaluation.

Applications will not be considered complete until all the items listed above have been received; **incomplete applications will not be considered**. Interviews will be scheduled at the discretion of the hiring committee. Please submit applications in one of the following ways (no duplicate submissions, please):

Online Application (preferred):

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=prux8s4e&pos=4P2021>

U.S. Mail: Susie Johnston, HR Administrator
U.S. Probation
PO Box 7675
Missoula, MT 59807

Fax: Include cover sheet (Attn: Human Resources) and number of pages
406-303-6813

Applicants will receive an email confirmation of receipt of their application. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized.

The United States District Court is an Equal Opportunity Employer.