



UNITED STATES PROBATION OFFICE

Eastern District of Texas

Probation Officer

Vacancy Announcement 24-02

Posting Date:	April 18, 2024
Closing Date:	Open until filled with preference given to applications received by May 6, 2024
Type:	Permanent Full-time

Salary:	\$54,281-\$122,845
Location:	Sherman or Plano, Texas
Entrance on Duty:	TBD

INTRODUCTION: The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time U.S. Probation Officer in our Plano office. This position offers promotion potential up to CL-28 without further competition. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office.

REPRESENTATIVE DUTIES: Incumbent conducts investigations and prepares reports for the Court with recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record, and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims of the crime, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Incumbent testifies in court as to guideline applications and serves as a resource to the Court to facilitate proper imposition of sentence.

Incumbent supervises persons under supervision to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. This is accomplished through personal contact with persons under supervision in office and community settings. Employment, source of income, lifestyle and associates are investigated to assess risk and measure compliance. Incumbent detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Incumbent also refers offenders to appropriate outside agencies for counseling, treatment, employment assistance, and training.

REQUIRED EDUCATION/EXPERIENCE: To be considered for the position, candidates must possess at least 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, business, public administration, English, or pre-law which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the work of the position of probation officer. **Two years specialized experience is preferred.** Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigation, or work in substance/addiction treatment, law or teaching. **Experience as a police officer, custodial or security officer, other than any criminal investigative experience, is not creditable.**

REQUIRED SPECIAL SKILLS: Incumbent must have solid analytical skills; excellent written and oral communication skills; ability to organize, oversee, and complete multiple projects simultaneously; and the ability to maintain confidentiality and work harmoniously with others. Computer skills including a working knowledge of computer software such as Windows, Word and Outlook and the ability to type and use a scanner are required.

PHYSICAL REQUIREMENTS AND MAXIMUM AGE ENTRY: The duties of probation officers require the investigation and management of alleged criminal defendants and convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment; however, severe health problems or physical defects that constitute employment hazards to the applicant or others may disqualify an applicant.

First time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37th birthday at the time of the appointment**. Applicants 37 and older who have previous law enforcement experience under the 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

SPECIAL REQUIREMENTS FOR PROBATION OFFICERS: First time appointees to the position of U.S. Probation Officer must undergo an extensive government background investigation. Further, 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, 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. **First time appointees will be required to participate in a six-week National Training Academy in Charleston, South Carolina.**

Visit <https://www.uscourts.gov/services-forms/probation-and-pretrial-services> for additional information including the [essential job functions](#) and [medical requirements](#) for probation and pretrial services officers.

EMPLOYEE BENEFITS: The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long-Term Care plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include from 13 to 26 vacation days, 11 paid holidays per year and 13 days of sick leave annually which may be used for care of sick family members.

INFORMATION FOR APPLICANTS: The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. Additional information about Probation and Pretrial Services can be found at www.uscourts.gov

PROCEDURES FOR APPLYING: Consideration will only be given to those who apply by following these instructions: ATTACH ONLY THE DOCUMENTS REQUESTED BELOW IN A SINGLE PDF FILE. Please name the file with your last name and the announcement number for example (Smith 24-02).

1. Cover letter that includes a brief narrative describing your special skills that make you a suitable candidate. Cover letter should be single spaced 12point.
2. A complete [AO78 FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT \(02/20\)](#) . **Handwritten applications will not be accepted.**
3. Five professional references with all contact information.
4. Copies of the last three performance appraisals or evaluations.
5. A copy of your college transcript(s) with the qualifying degree(s) and the date(s) awarded clearly highlighted or circled on the document.

To apply, please submit all of the above requested documents and/or information via email to TXEP-HR@txep.uscourts.gov. Preference will be given to applications submitted by 5:00 PM on Monday, May 6, 2024. Only applicants who will be tested will be contacted by email. **Interviews will be conducted the week of June 10, 2024.**

U.S. Probation 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 U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.
U.S. Probation Office is an Equal Opportunity Employer