

**United States District Court  
District of Oregon Probation Office**

**JOHN M. BODDEN**  
CHIEF U.S. PROBATION OFFICER

**BRIAN W. GRAY**  
DEPUTY CHIEF U.S. PROBATION OFFICER

**HEADQUARTERS**  
**MARK O. HATFIELD U.S. COURTHOUSE**  
1000 SW THIRD AVENUE, SUITE 340  
**PORTLAND, OR 97204**  
(503)326-8600; FAX (503)326-8700



**20370 EMPIRE AVENUE, SUITE C-1**  
**BEND, OR 97701**  
(541)385-4937; FAX (541)385-4939

**WAYNE L. MORSE U.S. COURTHOUSE**  
405 E EIGHTH AVENUE, SUITE 1000  
**EUGENE, OR 97401**  
(541)431-4060; FAX (541)431-4069

**JAMES A. REDDEN U.S. COURTHOUSE**  
310 W SIXTH STREET, ROOM 323  
**MEDFORD, OR 97501**  
(541)608-8780; FAX (541)608-8789

**530 CENTER STREET, NE, ROOM 406**  
**SALEM, OR 97301**  
(503)399-5715; FAX (503)399-5735

***PLEASE REPLY TO PORTLAND***

**VACANCY ANNOUNCEMENT #17-15**

**U.S. PROBATION OFFICER**

(Full time, excepted service position)

Court Personnel System Classification Levels: CL 25 – CL 28

Salary Range at \$41,455 - \$99,450 depending on experience, qualifications, current compensation, and duty station.

Promotion potential at the discretion of the Chief U.S. Probation Officer without further competition.

Salary matching not guaranteed.

**OPENING DATE: July 6, 2017**

**CLOSING DATE: Open Until Filled**

Preference will be given to applications received by August 4, 2017

**THE POSITION**

The United States Probation Office for the District of Oregon is accepting applications for United States Probation Officers in both our Portland and Medford offices. By statute, Probation Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. Officers may guide the work of Probation Officer Assistants and other staff. **Duty station assignments are at the sole discretion of the Chief Probation Officer and will involve assignment as either a presentence writer or supervision officer.** More than one position may be filled from this announcement.

**Representative Duties:**

- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statues, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, monographs, and relevant case law. Tracks legal developments, and updates staff and the Court.
- Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment of violation proceedings, through assessment, monitoring, and counseling.
- Schedules and conducts drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officers' request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed

- written records of case activity. May conduct surveillance and/or search and seizure at the direction of the Court.
- Investigates and analyzes financial documents and activities and take appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of home confinement conditions ordered by the Court, and in some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
  - Analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assesses offenders' level of risk and develops a blend of strategies for controlling and correcting risk management.
  - Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. Guides the work of staff providing administrative and technical assistance to officer. Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
  - Other duties as assigned.

### **Education Requirements**

Completion of a bachelor's degree from an accredited college or university is required for all probation officer positions. Fields of academic study may include 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.

### **Minimum Qualifications**

One year of specialized experience, which is 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 investigate experience, is not creditable. For applicants with federal experience, the one year of specialized experience must, at a minimum, be equivalent to work at CL-23;

**or**

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;

**or**

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

### **Preferred Qualifications**

In addition to the minimum qualifications, preference will be given to candidates with any of the following:

- At least two years of specialized experience;
- Prior experience managing a specialty caseload such as location monitoring, mental health, substance abuse, and/or sex offenders; and
- A master's degree.

## **Candidates must also demonstrate:**

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement, and collateral agency personnel at different government levels, and community service providers.
- Ability to think through, analyze, and interpret written communications; and
- Strong organizational skills and attention to detail.

## **Medical Requirements**

The duties of probation officers require the investigation and management of alleged criminal offenders or 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 necessary 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.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. 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. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities in the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

## **Maximum Entry Age**

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

## **Benefits**

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan. Law Enforcement Officers hired to the federal government on or after January 1, 2014, contribute 4.9% of their base pay to the FERS Basic Benefit plan throughout their career.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

### **Additional Information**

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

### **Application Process**

To apply, submit a letter of interest, chronological resume, “unofficial” university transcripts, recent performance evaluation together with the U.S. Probation Office – District of Oregon Application for Employment and a list of 3 professional references. Email delivery to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov) in pdf form is the preferred method of receipt, but Word documents will be accepted. You may also mail submissions to the address below. For preference, these items should arrive at the Court no later than 4:30 p.m. on Friday, August 4, 2017. Application forms are available on the District of Oregon’s website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

U.S. Probation Officer  
Human Resources Department  
U.S. Probation Office, United States Courthouse  
1000 S.W. Third Avenue, Suite 740  
Portland, OR 97204-2902

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

### **CONDITIONS OF EMPLOYMENT**

- Law Enforcement Officers of the United States Courts serve under “Excepted Appointments” and may be removed only for cause.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States Probation Office:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Qualified applicants will be subject to preliminary credit, employment, and criminal history background checks.
- An FBI background check is required for all individuals appointed to positions in the Probation Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

*The United States Probation Office for the District of Oregon is an Equal Opportunity Employer*