



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

## OFFICE OF PROBATION AND PRETRIAL SERVICES

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### VACANCY ANNOUNCEMENT

### U.S. PROBATION & PRETRIAL SERVICES OFFICER

05-UTP-23

OPEN DATE: JUNE 23, 2023

CLOSE DATE: OPEN UNTIL FILLED

PREFERRED DATE: JULY 7, 2023

The Office of Probation and Pretrial Services is accepting applications for the position of U.S. Probation & Pretrial Services Officer. The position is a Court Personnel System classification level 25, 27 or 28, based on qualifications. This position has promotional potential up to a CL28 without further competition. The starting salary at a CL25 is \$45,682 - \$57,118, CL27 is \$55,266 – \$69,107 or CL28 is \$66,250 – \$82,830 annually. This position is open to all qualified individuals; transfers are welcomed up to a CL28. Preference will be given to applications received by July 7, 2023. This position will be located in the Salt Lake City, Utah office. More than one position will be hired from this selection process.

#### POSITION OVERVIEW

A United States Probation Officer works in a team environment and serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises people on release/people under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. An officer may guide the work of other staff. The incumbent performs duties that involve general pretrial services or probation cases, with supervisory guidance in some areas. Irregular working hours, including weekend work, may be required to support the Court and people on release/people under supervision. In-state and out-of-state travel may be required.

#### REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing persons on release/persons under supervision 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, statutes, Federal Rules of Criminal Procedure, U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons on release and persons under supervision. 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.
- Schedule and conduct drug use detection tests and DNA collection of persons on release/persons under supervision, 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 (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.

- 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 home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess persons on release/persons under supervision level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning persons on release/persons under supervision 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. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgement.
- Maintains a detailed written record of case activity. Responsible for such case records as required by the Court, Administrative Office of the U.S. Courts and the Chief Probation Officer.
- Completes other duties as assigned.

## **QUALIFICATIONS & REQUIREMENTS**

### **REQUIRED EDUCATION**

Completion of a bachelor's degree, with an overall grade point average equaling 2.90 or better, from an accredited college or university in a field of academic studies such as: criminal justice, criminology, psychology, social work, sociology, human relations, business, or public administration, which provides evidence of the capacity to understand and apply legal requirements and human relation skills involved in the position.

### **QUALIFICATION STANDARDS**

Court Personnel Classification level requirements:

- CL 25 - Bachelor's Degree and one-year specialized experience, including one year equivalent to a CL 24
- CL 27 - Bachelor's Degree and two-years specialized experience, including one year equivalent to a CL 26
- CL 28 - Bachelor's Degree and two-years specialized experience, including one year equivalent to a CL 27

### **SPECIALIZED EXPERIENCE**

The incumbent must have specialized experience level listed above as progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, substance/addiction treatment or in closely allied fields is required. Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable.

### **COURT PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in a field of academic study such as criminology, criminal justice, social work, psychology, sociology, human relations, business or public administration or related field of study.
- The ability to speak and read Spanish.
- Knowledge of Evidence-Based Practices in community corrections.
- Knowledge of forensic-based investigations/searches as well as manual and triage.

Applicants must be United States Citizens or eligible to work for the United States Government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States.

#### **PERSONAL CHARACTERISTICS**

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds.

#### **PHYSICAL REQUIREMENTS & MAXIMUM ENTRY AGE/OTHER CONDITIONS OF EMPLOYMENT**

The duties of U.S. Probation Officers require investigation and management of alleged criminal defendants or convicted persons under supervision who may present physical danger to officers and to the public. In the supervision, treatment, and control of persons on release/persons under supervision, these duties could require moderate to arduous physical exercise, including prolonged period of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers may 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, officers must be physically capable of effectively performing these duties and are subject to fitness for duty examinations. 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.

First-time appointees to positions covered under federal law enforcement retirement provisions must **not** have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Federal Employee's 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. State or local law enforcement time in service is not creditable.

**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 favorable suitability determination by the court. The incumbent must successfully complete a ten-year background investigation conducted by the Office of Personnel Management. 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.**

Law enforcement retirement provisions require mandatory separation once an employee meets age and service requirements (age 57 with at least 20 years of qualifying service). The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers and officer assistants are available for public review at <https://www.uscourts.gov/>

#### **TRAINING**

During their first year of duty (or when classes become available), probation officers receive extensive local training and are required to successfully complete a six-week intensive national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina.

#### **EMPLOYEE BENEFITS**

Benefits include participation in the FERS-FRAE LEO retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

**APPLICATION PROCEDURES**

Qualified candidates and/or transfers are invited to submit:

1. Letter of interest
2. Detailed resume including education, previous employment, and salary history
3. A written response to the application question below (no one more than two pages)
4. Application for Judicial Branch Employment ([AO78](#)), questions 18-20 are required for this position

**APPLICATION QUESTION:**

1. Please describe in detail why you seek this position and address your skills and attributes that make you qualified for this position.

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Preference will be given to applications received by July 7, 2023. The announcement is open until filled. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Incomplete applications will not be considered. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to [UTD\\_HumanResources@utd.uscourts.gov](mailto:UTD_HumanResources@utd.uscourts.gov)

Or mail or hand deliver to:

**United States District Court**  
**Attention: HR - Probation Officer Vacancy**  
**351 South West Temple**  
**Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER