



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION AND PRETRIAL SERVICES

TRANSFER VACANCY ANNOUNCEMENT

U.S. PROBATION & PRETRIAL SERVICES OFFICER

09-UTP-24

OPEN DATE: NOVEMBER 11, 2024

CLOSE DATE: NOVEMBER 25, 2024

The Office of Probation and Pretrial Services for the District of Utah is accepting transfer 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. This position is open to all qualified transfers, up to a CL28. This position will be located in the Salt Lake City, Utah office. More than one position may 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, 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.

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/>

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 ([A078](#)), 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 ([A078](#)) 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. 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. 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 one PDF file to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver by November 25, 2024 to:

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