



# United States Probation Office District of Montana

## Vacancy Announcement 02P:2017

<b>Position Title:</b>	U.S. Probation Officer Assistant
<b>Duty Station*:</b>	Hardin and Glasgow, Montana
<b>Starting Grade/Salary**:</b>	CL-23 to CL-25, \$37,964 – \$41,455, depending on experience and qualifications
<b>Announcement Date:</b>	March 17, 2017
<b>Application Deadline:</b>	Open until filled, however preference will be given to applications received by <b>April 7, 2017</b>

\*Two positions will be filled from the applicant pool generated from this vacancy announcement. One position will be located in Hardin and one position in Glasgow. Applicants who only wish to be considered for a specific duty station must specify the duty station in their cover letter.

\*\* The incumbent selected for this position will be eligible for future promotion without further competition based on accretion of experience and duties, acceptable job performance, and at the discretion of the Chief Probation Officer.

### **Representative Duties:**

The Probation/Pretrial Services Officer Assistant serves in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to probation/pretrial services officers, primarily assisting with the completion of lower complexity presentence reports, pretrial bond reports, and supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and assisting with similar operational duties. Other job duties include observing and collecting urine tests, participation in training and development programs, and other appropriate duties as assigned.

Successful applicants will have the following knowledge, skills and abilities:

- General knowledge of the roles and functions of federal probation, the court, and related agencies. Knowledge of automated systems, legal terminology, and investigative techniques.
- Knowledge of and compliance with court confidentiality, ethics and judgment standards.
- Skill in use of automated technology, including word processing, spreadsheets, and database applications.
- Ability to organize, prioritize, and work under short deadlines.

- Ability to communicate in an effective manner, both oral and written, to a wide variety of individuals.

**Education and Experience Qualifications:**

**Minimum Required Qualifications:** To qualify at a CL-23, an applicant must be a high school graduate or equivalent and have at least 2 years of general experience. General experience is defined as having progressively responsible experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. To be hired at a CL-24 or 25, you must have one year of specialized experience, which is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws, and involves the routine use of specialized terminology and automated software and equipment.

**Preferred Qualifications:** Preference will be given to applicants who have, in addition to the minimum qualifications, a Bachelor's degree, internship or work experience in a professional work environment relating to probation, pretrial services, parole, corrections, criminal investigations or work in a substance/addiction treatment program.

**Employment Requirements and Maximum Entry Age:**

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 a condition of employment, incumbents 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 to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*. Additional information regarding the U.S. Probation and Pretrial Service system, medical requirements and essential job functions for probation officers and officer assistants, the *Judicial Code of Conduct* and federal benefits can be located at [www.uscourts.gov](http://www.uscourts.gov). (Careers)

**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 <http://www.mtd.uscourts.gov/us-probationpre-trial-employment-opportunities> .

Note: the last page of the AO-78 requires an original signature.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. To ensure consideration applications must be **received** no later than **5:00 pm, April 7, 2017**, and should be submitted in one of the following ways (no duplicate submissions, please):

**Email:** Subject line: USPOA Application (last name)  
**(Preferred)** Submit documents as PDF attachments ONLY to:  
[Linda\\_beddow@mtp.uscourts.gov](mailto:Linda_beddow@mtp.uscourts.gov)

**U.S. Mail:** Linda Beddow, Administrative Manager  
U.S. Probation  
P.O. Box 7675  
Missoula, MT 59807

**Fax:** Include cover sheet (Attn: Human Resources) and number of pages  
406-542-7119

Applicants will receive an email confirmation within 10 days 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 U.S. Probation Office, District of Montana, reserves the right to amend or withdraw this 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 Probation Officer may elect to select a candidate from the original qualified applicant pool.

*The United States District Court is an Equal Opportunity Employer.*