



United States Probation Office

District of Montana

Vacancy Announcement 5P:2021

Position Title:	U.S. Probation Officer Assistant
Duty Station:	Glasgow, Montana
Starting Grade/Salary*:	CL-23 \$40,770 - CL-25 \$55,214, depending on experience and qualifications
Announcement Date:	October 12, 2021
Application Deadline:	Open until filled, however preference will be given to applications received by 10/29/2021

* 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. **This position will work primarily to support services to defendants/offenders living on or near Indian Reservations within the district.**

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.
- Facilitate groups designed to address criminogenic needs in an effort to reduce recidivism.
- Act as a community resource officer on the reservations.

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 37th 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. (Careers)

Conditions of Employment:

The selectee will be subject to an FBI background check (fingerprints). Employment will be considered provisional until the FBI background check is completed. Selectees must be a United States citizen or meet appropriations law citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the *Code of Conduct for Judicial Employees*.

Employees are required to use electronic fund transfer for payroll (direct deposit).

Application Procedure:

Qualified applicants should submit by email only the following materials in PDF format:

- A letter of application summarizing the applicant's qualifications;
- A current resume detailing relevant experience, dates of employment and functions managed.
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature);
- A list of at least three professional references.

Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=prux8s4e&pos=5P2021>

Please contact Susie Johnston, if you require alternative application submission options. 406-542-7113 or email Susanne_Johnston@mt.uscourts.gov. The Court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

Applicants will receive a confirmation of receipt of their application immediately after submitting their application on the portal. 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.