

# Career Opportunity

## Probation Officer Assistant

Classification Level: 24\*

Starting Salary Range: \$41,802-\$51,446

Promotion Potential to CL 25\*

CL 25 Salary Range: \$44,388-\$71,035

\*CPS LEO Table 89

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. UP TO THREE POSITIONS AVAILABLE.**

### POSITION SUMMARY

This position is located in the Detroit Probation Office of the U.S. District Court, Eastern District of Michigan. POA's report to a Supervising U.S. Probation Officer. POA's serve in a judiciary law enforcement position and, under the direction and guidance of a Probation Officer, provide technical support and assistance to Probation Officers in a wide range of areas, including assisting with compiling information for investigations; assisting with and supervising low risk/administrative offenders; preparing and drafting reports and correspondence; and similar duties.

Work is generally performed in an office setting and may also be performed in the community. These contacts may be made in both generally controlled office settings and occasionally in field situations. Occasional work outside the normal business hours may be required. Occasional travel within and outside of the District may be required.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Under the guidance of a Supervisory Officer, assist with conducting pre-sentence investigations, including offense, prior record, and personal and family data. Compile information gathered during presentence investigations for submission to the Supervisory Officer.
- Under the guidance of a Supervisory Officer, prepares and presents presentence reports and sentencing recommendations to the Court. Respond to judicial officers' requests for information and advice.
- Under the guidance of a Supervisory Officer, supervise a select caseload of low risk/administrative offenders to facilitate adherence to imposed conditions, which may include home/community visits when necessary per policy.
- Under the guidance of a Supervisory Officer, maintain personal contact with low risk/administrative offenders by ERS, mail and telephone.
- Under the guidance of a Supervisory Officer, assist in providing low risk/administrative offenders with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of low risk/administrative offenders through interviewing and gathering appropriate information. Assist low risk/administrative offenders toward integration into the job market.
- Under the guidance of a Supervisory Officer, initiate contact with, reply to, and seek information from organizations and persons concerning low risk/administrative offenders' behavior and conditions of supervision. Detect possible violations, report violations to the Supervisory Officer and assist in implementing appropriate alternatives and sanctions. Report violations to appropriate authorities.
- Collect and conduct urinalysis tests of low risk/administrative offenders, following established procedures and protocols.
- Maintain a detailed written record of case activity.
- Participate in on-going training programs and have a working knowledge in outcome driven evidence based practices.
- Perform other duties as assigned.

*Announcement  
Number: 16-06*

*Posted: Friday, July 15,  
2016*

*Closes: Friday, July 29,  
2016*

*Location: Detroit, MI*



U.S. District Court  
Eastern District of Michigan  
[www.miep.uscourts.gov](http://www.miep.uscourts.gov)  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 16-06 POA

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### **QUALIFICATIONS**

**Required:** A minimum of a high school diploma or equivalent and a minimum of one (1) year of specialized experience as defined below. For placement above the minimum, at least two (2) years of specialized experience is required.

Specialized experience: progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedure that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and the use of automated systems, data base applications, software and equipment for word processing, data entry or report generation.

**As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation. 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 conditions of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management, may be subject to subsequent fitness-for-duty evaluations.**

The duties of probation officer assistants require the investigation and management of convicted offenders who present physical danger to probation officer assistants and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer assistant safety, and use of self-defense tactics. On a daily basis, probation officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.

Because probation officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Probation officer assistants 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 of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

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 37 or over who have previous law enforcement officer 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.

**Preferred:** Associates degree an accredited college or university in the field of social service or a field appropriate to the subject matter of the position. Knowledge of the community in which the district is located and of its resources; the ability to communicate effectively both orally and in writing; the ability to communicate with a wide variety of people of diverse backgrounds in the course of supervision duties; good reasoning ability to allow an understanding of probation office purpose, function, policy, and procedures. Knowledge of the federal probation system is desirable.

### **BENEFIT HIGHLIGHTS**

Group Health, Dental, Vision and Life Insurance, Defined Benefit Pension Plan, Defined Contribution Plan (TSP) with Employer Match, On-Site Fitness Center, Generous Paid Time Off program, 10 Paid Holidays, Long-Term Care Insurance, Health and Dependent Flexible Spending Accounts and Commuter Benefit Program.

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### **PROCEDURES FOR APPLYING:**

To be assured consideration, please submit following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application Form AO-78** (located on the Court websites listed at the left of page one) to the address at the left of page one by the closing date. Date of birth **MUST** be reported on the application form. E-mailed submission is preferred. E-mailed documents must be in Word, WordPerfect or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with interview and/or relocation is not authorized.

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer*

*All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).*

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*