



## CAREER OPPORTUNITY

U.S. PROBATION DEPARTMENT, EASTERN DISTRICT OF MICHIGAN

### U.S. PROBATION OFFICER ASSISTANT

The Theodore Levin  
United States  
Courthouse

231 W. Lafayette Blvd.  
Detroit, MI 48226

[www.miep.uscourts.gov](http://www.miep.uscourts.gov)

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Vacancy Number:**  
18-19

**Posting Date:**  
12/11/2018

**Closing Date:**  
01/11/2019

**Duty Station:**  
Detroit, MI

**Classification Level:**  
CL 26

**Starting Salary Range:**  
\$50,797-\$63,008

**Salary Range:**  
\$50,797-\$81,324

**Number of Positions Available:**  
2

**Position Open to:**  
All qualified candidates

#### **The Mission of the Probation Department:**

The United States Probation Department for the Eastern District of Michigan is a component of the United States Courts. The department is responsible for community corrections. We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts. We are dedicated to enforcing Court ordered sanctions, minimizing risk to the public, and providing offenders with the opportunity for correctional treatment.

#### **How a U.S. Probation Officer Assistant Supports the Mission:**

Probation officer assistants serve in a judiciary law enforcement position. Under the direction and guidance of a supervisory officer, the employee provides technical support and assistance to probation officers in a wide range of areas, including assisting with compiling information for investigations; assisting with and supervising of 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. Work requires regular contact with persons who may have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). Regular travel within the District is required. Occasional travel outside of the District may be required.

#### **Change Agent**

- Detect possible violations, report violations to the supervisory officer and assist in implementing appropriate alternative sanctions.
- Conduct selected investigations as needed for pre-release/furlough, pre-sentencing, and bail reports.
- Draft and submit selected reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Observe and report to supervisors on the lifestyle, personal issues, and needs of offenders.
- Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information.
- Identify interests, aptitudes, and abilities of clients through interviewing and gathering appropriate information.
- Assist in integration of offenders into the job market.
- Schedule and conduct urinalysis tests of offenders, following established procedures and protocols.
- Maintain and mail or transport tests and materials to laboratories for confirmation and maintain chain of custody of urinalysis testing materials.
- Testify, as necessary, before the Court or Parole Commission.
- Where applicable, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence.
- Participate in on-going training programs and development in outcome driven evidence based practices in order to remain up to date in advanced techniques.



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## U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

### U.S. PROBATION OFFICER ASSISTANT

#### **Change Agent Continued:**

- Report violations to appropriate authorities, as well as maintaining files and case records.
- Assist in the development of community resources to meet the special needs of offenders in the areas of employment, GED certification assistance, ongoing education, and vocational training.
- Assist probation officers in the performance of investigations, including compiling criminal histories/profiles, running record checks through local and national databases. and files, conducting inquiries with collateral agencies, and similar activities.

#### **Administrative Activity :**

- Initiate contact with, reply to, and seek information from organizations and persons concerning offenders behavior and conditions of supervision.
- Provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports.
- Maintain inventory of supplies.
- Enter data and information into the office's computerized database system.
- Inform officers regarding test results and maintain paper and computerized records of those results.
- Perform other duties as assigned.

#### **Qualifications:**

Qualifications must be met at the time of application.

#### **Required:**

High school graduation or equivalent with a minimum of one year of specialized experience equivalent to work at the CL 25 level. To be considered for placement above the minimum, at least two years of specialized experience equivalent to work at the CL-25 level is required.

**Specialized experience:** 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 involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. **Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable.**

#### **Preferred:**

- Bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business or public administration.
- Currently performing similar duties in a community correction setting and/or court.

#### **Conditions of Employment:**

The selected candidate must successfully complete a 10 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.



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#### **Conditions of Employment Continued:**

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 officers 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 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.

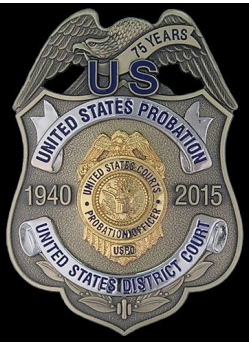
Because Probation Officer Assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Probation Officer Assistants must possess, with or without corrective lenses, good distance vision in at least one eye and 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.

#### **Procedures for Applying:**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume and completed application (**download from the Court website and include entire professional work history, adding additional pages if necessary**) to "apply@mied.uscourts.gov" by closing date. E-mailed documents must be in WordPerfect, Word 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. Applicants who pass the basic skills assessment and meet the minimum qualifications will be considered for the next step of the selection process. Travel reimbursement in connection with the selection process and/or relocation is not authorized.



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### U.S. PROBATION OFFICER ASSISTANT

#### **Local Benefits\*:**

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

*\*when/where available*

#### **National Benefits:**

Generous Paid Time Off Program	Ten Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

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

*All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.*

*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.*