



**ANTHONY MEROLLA**  
Chief U.S. Probation Officer

**Detroit**

231 W. Lafayette Blvd.  
Detroit, MI 48226

**Ann Arbor**

200 E. Liberty St.  
Ann Arbor, MI 48104

**Bay City**

1000 Washington Ave.  
Bay City, MI 48708

**Flint**

600 Church St.  
Flint, MI 48502

**Port Huron**

526 Water St.  
Port Huron, MI 48060

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

**Important Dates**

**Opening Date:**

November 22, 2022

**Closing Date:**

Open until filled

\*First consideration given  
to applications received by  
January 2, 2023

**Apply to:**

[apply@MIED.uscourts.gov](mailto:apply@MIED.uscourts.gov)

*The U.S. District Court for  
the Eastern District of  
Michigan is an Equal  
Opportunity Employer.*

# CAREER OPPORTUNITY

## UNITED STATES PROBATION DEPARTMENT EASTERN DISTRICT OF MICHIGAN

Position: United States Probation Officer  
Vacancy #: 2022-31  
Classification: CL 27/28 (depending on qualifications)  
Salary Range: CL 27\* Starting \$58,282 - \$72,858 / Earning Potential \$94,723  
CL 28 Starting \$69,836 - \$87,327 / Earning Potential \$113,564  
\*promotion potential to CL 28 without further competition  
Duty Station: Detroit/Flint, MI Status: Full-time permanent  
Open to: All qualified candidates Number of Positions: More than one

### POSITION OVERVIEW

This position is located in the Probation Department. Although the Chief Probation Officer directs the work of all Probation Officers, this position works under the general supervision of a Supervising Probation Officer. Probation officers serve in a judiciary law enforcement position and promote community safety, gather information, supervise persons on probation, supervised release, and parole (hereinafter referred to as clients), interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court.

Probation Officers may frequently work outside the normal business hours, including some weekends. Regular travel within the District is required. Occasional travel outside of the District may be required. See Conditions for Employment for additional information.

The successful candidate will be required to participate and successfully complete the six (6) week Federal Probation and Pretrial Academy (FPPA) training program located at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina. FLETC may require that all officers be fully vaccinated prior to attending the academy.

#### **Duties include, but are not limited to the following:**

- Conduct investigations and prepare reports for the Court with recommendations, which requires interviewing clients 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 Procedures*, and may include U.S. Sentencing Guidelines, Supervision and Presentence Procedures, and relevant case law.
- Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with clients. Investigate employment, sources of income, lifestyle, and associates to assess risk and needs. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Collect and conduct urinalysis tests of clients, 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 plain view 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*.



## MIEP MISSION

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 persons under supervision with the opportunity for correctional treatment.

- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assess clients' level of risk and needs and develop a blend of strategies for controlling and correcting risks.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning clients' 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.

\*Available duty stations subject to change prior to selection

## QUALIFICATIONS

Qualifications must be met at the time of the application.

### **Required:**

A bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, or other closely related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting education requirements, candidates must also possess the following:

- To qualify for the CL 27 Level: A minimum of two (2) years of specialized experience; or completion of a master's degree in a field of study closely related to the position.
- To qualify for the CL 28 Level: A minimum of two (2) years of specialized experience.

In addition to meeting education requirements, applicants must also have a minimum of two years of specialized experience; or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is required.

**Specialized Experience:** Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, public administration, human relations, social work, psychology, mental health treatment or work in substance/addiction treatment. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

### **Preferred:**

Minimum of two (2) years of experience related to the investigation, supervision and/or counseling of clients in a community corrections environment.

### **Personal Attributes and Skills:**

The ideal candidate will:

- Possess good writing and communication skills.
- Possess sound ethics and judgment.
- Have the ability to organize and prioritize work assignments, work under pressure of short deadlines, and have the ability to work harmoniously with others in a team-oriented work environment.
- Be proficient in problem solving and identifying alternative solutions and possess the ability to make timely and effective decisions.



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

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*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.*

## **LAW ENFORCEMENT OFFICER CONDITIONS OF EMPLOYMENT**

Probation and pretrial services officers and assistants may not have reached their 37th birthday at the time of appointment. The selected candidate must pass a medical exam and drug screen prior to appointment. The selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation. In addition, as conditions of employment, the selected candidate 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 Officers require the investigation and management of convicted individuals who present physical danger to probation officers and to the public. In the supervision, treatment, and control of clients, 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 Officers 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.

## **APPLICATION PROCEDURE**

Applicants must submit a **single PDF document** to [apply@MIED.uscourts.gov](mailto:apply@MIED.uscourts.gov) with:

- Cover letter (include vacancy number) detailing your qualified and preferred skills
- Resume
- Completed application [Form AO-78](#)

**NOTE:** Applicants are required to complete the Optional Background Information section on page 5 of the application Form AO-78.

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Only candidates selected for the next step of the selection process will be contacted. A writing assessment may be administered. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

## **BENEFITS**

**Local (when/where available):** Federal Court employees receive local benefits outlined [here](#).

**National:** Federal Court employees receive national benefits outlined [here](#).