



ANTHONY MEROLLA
Chief U.S. Probation Officer

CAREER OPPORTUNITY

UNITED STATES PROBATION DEPARTMENT EASTERN DISTRICT OF MICHIGAN

Position: United States Probation Officer
 Vacancy #: 2024-08
 Classification: CL 27/28 (depending on qualifications)
 Salary Range: CL 27* \$63,991 - \$104,029
 CL 28 \$76,696 - \$124,694
**promotion potential to CL 28 without further competition*
 Duty Station: Detroit, MI and/or Flint, MI Status: Full-time permanent
 Number of Positions: 2
 Open to: All current U.S. Probation and/or U.S. Pretrial Officers

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.

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*.
- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution.

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

Important Dates

Opening Date:

April 10, 2024

Closing Date:

May 1, 2024

Apply to:

apply@MIED.uscourts.gov

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



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.

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.
- Performs other duties as assigned.

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 is required.
- To qualify for the CL 28 Level: A minimum of two (2) years of specialized experience.

Specialized Experience:

Experience as a U.S. Probation and Pretrial Officer.

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.

LAW ENFORCEMENT OFFICER CONDITIONS OF EMPLOYMENT

The selected candidate must successfully complete a background investigation every five years and 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



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.

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 with:

- Cover letter (include vacancy number and preferred duty location) 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. 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](#).