

**JOB DESCRIPTION  
UNITED STATES PROBATION OFFICER  
DISTRICT OF NEW HAMPSHIRE  
ENTRY LEVEL - CL25**

**Introduction**

This position is located in the probation office of the district court. The incumbent conducts investigations, provides sentencing recommendations to the court, and supervises offenders.

**Representative Duties**

***Investigation Duties:***

Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses.

Analyzes any objections and determines appropriate course of action, following disclosure of the presentence report to the parties.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence.

***Supervision Duties:***

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans.

Maintains personal contact with offenders. Investigates employment, sources of income, life style and associates to assess risk and compliance. Through assessment and counseling, responsible for detection of substance abuse problems and implements the necessary treatment or violation proceedings of offenders. Refers offenders to appropriate outside agencies, such as medical and drug treatment facilities, and employment and training sources.

Initiates contacts with, replies to, and seeks information from organizations and persons (i.e., U.S. Parole Commission, Bureau of Prisons, and attorneys) concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities; prepares written reports on these violation matters, and makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations, as required.

Maintains a detailed written record of case activity.

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**Factor 1: Job Requirements**

Good knowledge of criminal justice system – particularly as it relates to federal probation and parole policies and procedures. Good knowledge of investigative and

supervision techniques. General working knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Good knowledge of community and available community resources. Ability to work with law enforcement agencies at different governmental levels, community services providers, and all courts. Ability to communicate orally and in writing. Basic skills in supervising offenders, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.

**Factor 2: Scope and Effect of Work**

The incumbent's investigative and supervision skills will impact on the court's workflow, as well as on the well-being of offenders being supervised – and ultimately the community.

**Factor 3: Complexity**

Aspects of both the investigative and supervision functions of probation work is a time-consuming and complicated process. Incumbent interprets, analyzes and appropriately applies processes and procedures. Incumbent must work within tight deadlines.

**Factor 4: Work Parameters**

Work is performed under direct supervision. Incumbent must exercise some discretion in carrying out assigned responsibilities. Generally, procedures are established and well documented. At this level, incumbent may exercise some judgment and decision-making, but significant problems are referred to the supervisor.

**Factor 5: Personal Interactions**

Incumbent has contacts with judicial officers/staff, attorneys, other law enforcement entities, as well as offenders. These contracts are made for court proceedings, investigative and/or offender supervision purposes.

**Factor 6: Environmental Demands**

Work requires periodic contact with persons with known violent backgrounds. These contacts are made in both generally controlled office settings, as well as in field situations (i.e., uncontrolled or unsafe neighborhoods/environments).

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**Candidate Qualifications**

- Bachelor's degree required
- Criminal Justice experience preferred
- Under age 37 at time of appointment
- Personal computer skills desirable
- FBI security clearance required