



**UNITED STATES PROBATION & PRETRIAL SERVICES
District of New Hampshire**

**VACANCY ANNOUNCEMENT #15-03
TRANSFER OPPORTUNITY**

POSITION: United States Probation Officer

LOCATION: Concord, NH

OPENING DATE: October 5, 2015

CLOSING DATE: Open until filled

SALARY RANGE: CL 25 - CL 28
\$42,311 - \$99,783

The United States Probation & Pretrial Services Office for the District of New Hampshire is seeking current U.S. Probation Officers for transfer into our district. More than one position may be filled. This position will be under the direct supervision of a supervisory probation officer.

REPRESENTATIVE DUTIES

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants 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, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain 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 search and 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. Responsible for enforcement of home confinement conditions ordered by the court, and perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission,

Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' 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. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

- Other duties as assigned.

Conditions of Employment:

Current United States Probation Officers are subject to updated background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov/>.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institutions or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of New Hampshire.

Qualifications:

- United States Citizenship is required for consideration for this position.
- Knowledge of the roles and functions of the federal probation office. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of federal law and the criminal justice system.
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, Probation Monograph 107, and Federal Rules of Criminal Procedure. Knowledge of techniques in supervising offenders/defendants. Skill in risk assessment and developing appropriate alternatives and sanctions.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance with conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to discern deception and act accordingly.
- Skill in communicating (orally and in writing) and working with judges, attorneys, other law

- enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.
- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from variety of investigative databases.
 - Field work is required in the District of New Hampshire, and potentially surrounding jurisdictions.
 - Travel is required.

Required Education:

All probation officer positions require completion of 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, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Specialized Experience:

In addition to meeting education requirements, current United States Probation Officers must possess the following required experience:

To qualify at the CL-25 level, the successful candidate must possess one year of specialized experience equivalent to work at the CL-23 level.

To qualify at the CL-27 level, the successful candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-25 level.

To qualify at the CL-28 level, the successful candidate must possess at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level.

Experience must include enforcing court-ordered supervision conditions and implementing supervision strategies. Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. Experience solely as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Benefits:

Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible spending accounts for health and dependent care, long-term care insurance, supplemental disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States

Probation Office for the District of New Hampshire offers a flexible work schedule program, an onsite physical fitness facility, and budget permitting, an employee recognition program.

Misc:

You must obtain the consent of your current Chief before submitting your letter of interest.

How to Apply:

To apply, submit the following documents:

Resume with cover letter indicating your interest in the transfer and the reason for the interest;
AO78A Application for Federal Employment; and
Copy of last two performance appraisals (if not available, please indicate why).

Submit all materials via mail or email to:

Mr. Jonathan E. Hurtig
Chief U.S. Probation Officer
55 Pleasant Street., Rm. 211
Concord, NH 03301

Jonathan_Hurtig@nhp.uscourts.gov